



RANK/LAST NAME _____

FLIGHT _____

COT OPERATING INSTRUCTIONS TABLE OF CONTENTS

Officer Training School (OTS) Instructions

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31 OCTOBER 2005

Personnel

OTS HONOR CODE

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Capt Donald A. Jack)
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This operating instruction provides guidance concerning the elements of the Officer Training School (OTS) Honor Code. It applies to all OTS staff and students.

SUMMARY OF REVISIONS

Changed wording of Honor Code to match AFOATS Handbook of Warrior Knowledge; all references to FTO have been changed to Flt/CC.

1. General. What is Honor? Honor is a fine sense of ethics, justice and rightness with a willingness to apply it to one's own conduct. Successful administration of the Honor Code by the OTS Staff and respective BOT and COT student wings contributes directly to the mission of the school. A thorough understanding of this instruction by all school personnel is an important factor in achieving our mission. The Honor Code is simple: ***"We will not lie, steal, or cheat nor tolerate among us those who do."*** The Honor Code exists as a minimum standard of conduct. However, its ultimate purpose is to encourage students to live honorably so as they continue their career they will possess high standards of individual honor and integrity.

2. Responsibilities.

2.1. OTS Squadron Commanders:

2.1.1. Squadron Commanders will make the final determination on the disposition of each honor code violation case.

2.1.2. Upon notification of a possible Honor Code violation, the Squadron Commander will appoint an officer, who is not a student, to investigate the matter and make recommendations. The appointed officer will be senior in rank to those involved.

2.2. OTS Staff:

2.2.1. Demonstrate officership through honorable and ethical behavior. Every OTS staff member must make it apparent to the students that they support the Honor Code.

2.2.2. If an Honor Code violation is suspected by a staff member, he/she will immediately approach the suspected violator. They will then follow the guidance in paragraph 3.1. If the response is satisfactory, no further action is required. If the staff member doesn't receive a satisfactory response, they will up channel the suspected violation using their chain of command.

2.3. OTS Students:

2.3.1. All students will demonstrate officership through honorable and ethical behavior. Each student is responsible for establishing and maintaining a sense of personal integrity, which will serve as the cornerstone for a life of dedication to our country. This sense of personal integrity is a way of life, a standard of honesty and moral strength that will stand firmly as an inspiration to fellow students at OTS and to fellow airmen after graduation.

2.3.2. Any student who believes that they may have committed an Honor Code violation should, at a minimum, immediately do whatever is necessary to remedy the situation. For example, if the student has done something to get an unfair advantage, they should remove that advantage. This does not exonerate the conduct, but it can mitigate a possible violation.

2.3.3. A student who believes they may have committed an Honor Code violation should immediately alert their Flight Commander (Flt/CC) a violation might have occurred. If the Flt/CC isn't available, students should immediately notify their respective Student Squadron Commander or Student Squadron Director of Operations or another OTS staff member. If the first person notified isn't an OTS staff member, record that person's name and time of notification. This procedure provides evidence an incident was self-reported in the event a violation becomes known prior to the Flt/CC being notified.

2.3.4. If a student observes a possible Honor Code violation, the student will immediately approach the suspected offender according to paragraph 3.1. If possible, obtain a witness prior to approaching a suspected violator. If the student doesn't receive a satisfactory response, they should inform the suspected violator that both of them should report the incident to their Flt/CC. If the Flt/CC isn't available, record the suspected violator's name, type of violation and time of the infraction. Give the recorded information immediately to the respective Student Squadron Commander or Student Squadron Director of Operations.

2.3.5. Students will not at any time or under any circumstances discuss details surrounding possible violations with anyone other than OTS staff.

3. Guidelines

3.1. The guidelines for inquiring about a suspected Honor Code violation are as follows. The initiator should first understand the serious implications of questioning someone's integrity. The suspected violator may at any time refuse to answer questions (remain silent) if they feel their response could incriminate them under the UCMJ. If at any time it appears to the person

making the inquiry that the possible violation may also rise to the level of a UCMJ violation, they should immediately cease questioning and seek guidance from their OTS commissioned staff chain of command. This is a stressful situation and the manner in which it is addressed could unnecessarily increase that stress. If possible, escort the suspected violator to a place where they will not be overheard. Carefully explain concerns about the suspected violation to the suspected offender. Immediately reveal all evidence or reasons before requesting any response. Allow the respondent to fully explain the events concerning his or her conduct. Do not ask questions you already know the answers to and do not ask misleading or loaded questions.

3.2. The motto of Officer Training School is “Always with Honor.” Students and staff are expected to live by this motto upholding the Air Force Core Values and the Honor Code. Integrity, the first Air Force Core Value, is the heart of the Honor Code. It is expected that we set the highest standards for our subordinates and ourselves. Our commitment to integrity will lead the way for others to follow.

//SIGNED//

DAVID K. GERBER
Colonel, USAF
Commander, Officer Training School

**BY ORDER OF THE COMMANDER
OFFICER TRAINING SCHOOL**

OTS MANUAL 36-2201

26 Jun 2006

Personnel



**STANDARDIZATION OF PROCEDURES—
OFFICER TRAINING SCHOOL**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: OTS/CCV
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Certified by: OTS/CC
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This manual implements AFPD 36-22, *Military Training*. It combines OTS PAM 36-2201 from 1 Mar 05, OTSOI 36-6, and Commissioned Officer Training (COT) OIs 36-2201, 36-2313, 36-30, and 38-101. It provides guidance and standardizes both Basic Officer Training (BOT) and (COT). Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of in accordance with the Air Force Web-RIMS Records Disposition Schedule (RDS) located at <https://webrims.amc.af.mil/rds/index.cfm>. This publication applies to all OTS students and staff.

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Chapter 1

GENERAL PROCEDURES

1.1 Determining Class Status and Student designation. References to “Officer Trainee” (OT) in this manual refer to students assigned to Basic Officer Training. References to “student” refer to all students at officer training school. Use table 1.1 to determine class status for appropriate use of this manual. (NOTE: for this draft only, paragraph and contents numbering will not reflect this table)

Table 1.1. Class Status.		
Class Status	BOT Week¹	COT Week¹
Fourth	1-4	N/A
Third	5-6	1
Second	7-11	2-4
3d Lt/First	12	5

Note 1: Week numbers are a guideline and class status may change earlier or later than indicated.

1.1. Customs and Courtesies

1.1.1. Salutes. The salute is one of the oldest military traditions. It is a courtesy exchanged between members of the armed forces as both a greeting and a symbol of mutual respect. The uniform hat is worn and salutes are rendered in all outdoor areas on Maxwell AFB, unless specifically indicated otherwise. Although inappropriate at certain times, **it is never incorrect to salute a senior officer outdoors as a courtesy and a greeting.** Do not salute indoors unless formally reporting in to a staff member's office/cubicle or upon receiving an award at an awards ceremony. (Do not salute when reporting to enlisted staff members).

1.1.1.1. In detail formations (two to four students), all will extend military courtesies as appropriate. In formations (5 or more students), the student in charge renders the military courtesies for the formation.

1.1.1.2. The junior person initiates and holds the salute until the senior drops their salute. When saluting always give a verbal greeting, unless it will interrupt the senior member.

1.1.1.3. In addition to saluting officers, students will exchange salutes as appropriate for their rank. Students of the same rank will not exchange salutes.

1.1.1.4. When encountering staff members who are wearing the OTS staff physical training (PT) uniform, students are only required to salute O-6 and above if the person is recognized as holding that grade.

1.1.1.5. Students will initiate the salute in time to allow the senior officer/student to return it, but not from such a distance as to hinder communication. To prescribe an exact distance for all circumstances is not practical, but good judgment indicates when salutes

should be exchanged. (NOTE: A standard rule of thumb is to use the same distance prescribed for rendering a salute to the Colors—approximately six paces.)

1.1.1.6. Students passing an officer engaged in conversation will render a salute but not interrupt with the greeting of the day. If the officer does not return the salute, the student will continue and then drop the salute once the officer is abreast of the student. (NOTE: At no time will a student turn their upper body to salute someone behind them nor will they salute someone they approached from the rear. If marching, they will continue as needed. If stationary, they will use appropriate facing movements.)

1.1.1.7. If called to receive an award, proceed in a crisp, military manner and stand approximately one arm's length in front of the presenter. Extend right hand and shake the presenter's hand while taking the award with left hand. Then render a salute if the presenter is a commissioned officer. Exit the area in a crisp, military manner. If there are multiple award presenters, side step down the line repeating the same procedure of shake, take, and salute, unless the ceremony is indoor. If indoors, only salute the presenter of the award but shake the hands of everyone else on the line.

1.1.1.8. Both on and off base, salute outdoors when in uniform unless encumbered. Make every effort to not be encumbered while marching. If this is unavoidable, give just the greeting of the day. If the senior individual is encumbered, the junior will still render a salute and wait for acknowledgement before dropping the salute.

1.1.2. No Salute Areas. Saluting is not required in the following locations: confidence course, Air & Space Expeditionary Force (AEF) exercise/BLUE THUNDER and Vigilant Warrior site, Leadership Reaction Course (LRC)/Project X, OTS track, the flickerball operation fields, and the covered area between bldg 1487 and the COT Addition. The drill pad and PT areas are no salute areas during instruction only. Upon completion of instruction all students will resume rendering salutes in those areas.

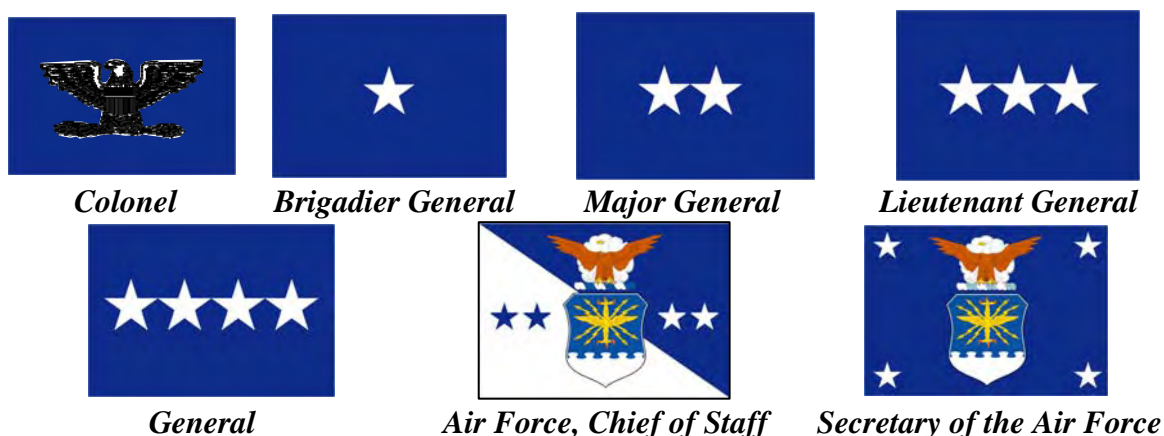
1.1.3. National Anthem during training/athletic events.

1.1.3.1. OTS staff and students will render proper customs and courtesies even if participating in scheduled training or athletic events. The only exceptions to this are if students and staff are actively participating in the LRC/Project X, Physical Fitness Diagnostic (PFD), Physical Fitness Assessment (PFA), or other events with students actively "encumbered" and staff actively engaged in safety-spotting or evaluating performance. In these situations, safety and common sense should always prevail.

1.1.3.2. Personnel outdoors in uniform and not in a formation, at any ceremony where the US flag is present, come to attention, face the flag in the ceremony and salute. At all outdoor occasions, come to attention, face the flag if visible (face the music if not) and salute. When in civilian clothes, come to attention and place the right hand over the heart.

1.1.4. Staff Vehicles. All students will render a salute to all properly marked staff vehicles (see Figure 1.1)

Figure 1.1. Staff Car Placards



1.1.5. Staff/Trainee Interaction.

★1.1.5.1. When passing, addressing, or being addressed by OTS staff, the proper greeting of the day is ALWAYS given. The proper greetings of the day are defined by the time of day: “**Good Morning, Sir/Ma’am**” is from 0000 until 1159, “**Good Afternoon, Sir/Ma’am**” from 1200 until 1659 and “**Good Evening, Sir/Ma’am**” from 1700 until 2359.

1.1.5.2. Students will IMMEDIATELY come to their feet and stand at the position of attention when addressed by or addressing any staff member; except during an academic/drill class in the flight room/on the drill pad at the instructor’s discretion.

1.1.5.3. When any staff member or commissioned officer addresses a student, the student will respond **first** with the word “Sir” or “Ma’am” followed by the answer to the question. **The only exceptions** to this rule are when a yes/no question is asked or when the question “will that be all?”, is asked. In those cases, replies will simply be “**Yes/No Sir/Ma’am.**”, “**Will that be all, Sir/Ma’am?**” Any student being addressed will always end all conversations by asking, “**Will that be all, Sir/Ma’am?**” and give the proper greeting of the day. If the students are outside, the student being addressed will end the conversation by saying, “**Will that be all, Sir/Ma’am?**” followed by a salute and the proper greeting of the day. Other students present, but not being addressed will simply render a salute and the greeting of the day (unless in flight formation for which the flight leader will extend all courtesies).

1.1.5.4. When approaching a group of OTS staff, students of higher class status/rank or otherwise, the greeting will be rendered to ladies first and then gentlemen. **EXCEPTION** if there is an officer in the group with the rank of O-6 or above, regardless of gender, that person will be greeted first with ‘Sir’ or ‘Ma’am’ (as appropriate). This exception will not apply if there is more than one person in the highest grade in the group.

1.1.5.5. Students will not be required to “sound off.” However, all students are to speak in a clear and confident tone at all times.

1.2. Event Standardization. Students will present a positive image at all events, to include (but not limited to) classroom and outdoor activities. Students will ground gear (when necessary) and standardize all belongings to a neat and orderly appearance. This will help build a professional attitude and help build flight cohesion and teamwork.

1.2. Academic Buildings

1.2.1. Hallway Guidance and Non-Academic Areas.

1.2.1.1. Walk (don't march) in a military manner, with a sense of purpose, and with hands cupped, single file, on the right side of the hallway. It's not necessary to halt at every doorway or intersection, but watch for people coming out of offices/flight rooms. In order to prevent undue carpet wear, do not square corners in carpeted areas.

1.2.1.2. Students may not speak unless making on-the-spot corrections to other students, addressing or being addressed by OTS staff or visitors, or giving the greeting of the day.

1.2.1.3. In the non-academic areas of bldg 1487, fourth-class students will move their canteen to their right side (if wearing) and brace the wall (turn with their backs parallel to the wall) and give the greeting of the day when being passed by a second-class or higher student or and OTS staff member. When passing a second-class or higher student or staff member, fourth-class students will brace the wall and state “**sir/ma’am, (rank) _____ requests permission to pass.**” Once given permission, the student will move quickly in their intended direction and give the appropriate greeting of the day. Students in all other class status will give the greeting of the day and proceed to their destination.

1.2.2. Academic Areas. The academic areas are clearly marked with overhead signs.

1.2.1.1. Walk (don't march) in a military manner, with a sense of purpose, and with hands cupped, single file, on the right side of the hallway. It's not necessary to halt at every doorway or intersection, but watch for people coming out of offices/flight rooms. In order to prevent undue carpet wear, do not square corners in carpeted areas.

1.2.2.2. Students will not request permission to pass when moving in academic areas. They will quickly move to their destination. Students may not speak except to give the greeting of the day, making on-the-spot corrections, or addressing/being addressed by OTS staff or visitors.

1.2.3. Restroom Guidance. Students will enter, use the facilities and then exit in an expedient manner. Do not speak unless making on-the-spot corrections to other students or addressing/being addressed by OTS staff or visitors.

1.2.4. Library Guidance. While in the library, students will conduct themselves in a professional military manner at all times. The library will be used for academic reasons only. At no time, will students use it to socialize with family, friends or other students.

1.2.5. Auditorium (Mass Lecture) Procedures.

1.2.5.1. Enter the auditorium in a military manner and fill the seats from the front. For combined BOT and COT lectures, COT students will sit in the back of the auditorium, and the COT class leader will perform opening and closing procedures.

1.2.5.2. Do not enter after a class has begun. Instead report to the flight room and watch the class on AUTV. Write a memorandum (due the next training day) to your flight commander (Flt/CC) explaining why you were late.

1.2.5.3. Sit according to the seating arrangement the Student Wing assigns (normally in every other seat, staggered). After taking your seat, maintain good order, discipline and posture. You may talk quietly until the class leader instructs the class to prepare for instruction. During the lecture, don't talk, sleep or move unnecessarily (i.e., stretching, gathering notes before dismissal, etc.), play video games, read newspapers, etc.

1.2.5.4. Students will not use laptop computers, cell phones, or pagers during auditorium lectures. Follow a guest lecturer's instructions. Violators who are dismissed from the class must immediately report to their Flt/CC. Students will not leave the auditorium voluntarily during a lecture except for unforeseen health issues.

1.2.5.5. Planned appointments, etc. will be cleared by the Flt/CC beforehand, and arrangements for viewing the lecture will be made so as to not present an unprofessional image. If you must leave, report to your Flt/CC as soon as possible to explain the reason for your departure and for corrective action.

1.2.5.6. Auditorium Opening Guidance. The class leader will stand and command, **"CLASS, PREPARE FOR INSTRUCTION."** At this time, students will stand at parade rest in front of their seats. Then the class leader commands, **"CLASS, ATTENTION."** Students will then move to the position of attention. The class leader then turns to the lecturer, salutes (for officers only) and reports, **"SIR/MA'AM, CLASS ____ IS READY FOR INSTRUCTION."** The instructor will return the salute, direct the class to take their seats, and the lesson will begin.

1.2.5.7. Asking/Answering Questions. When students ask a question or provide an answer during a class auditorium lecture, they will remain seated and raise a hand. When the lecturer recognizes a student, the student will **stand up, state their name and flight and ask the question/give the answer**, unless directed to do otherwise by the lecturer. Proper military customs and courtesies, including **"SIR/MA'AM"** will be used.

1.2.5.8. Auditorium Closing Guidance. Once the instructor/lecturer indicates they are ready to close class, the class leader will stand and command, "**CLASS, PREPARE FOR DISMISSAL.**" At this time, set aside your class materials and be ready to stand. Then the class leader commands, "**CLASS, ATTENTION.**" You'll then move to the position of attention. The class leader then turns to the lecturer, salutes (for officers only) and reports, "**SIR/MA'AM, CLASS ____ IS READY FOR DISMISSAL.**" When the instructor/lecturer departs the auditorium, they will command "**CARRY ON.**" The class will loudly echo, "**CARRY ON, SIR/MA'AM.**" If the command is not given, the class leader will command "**CARRY ON**" once the instructor has left the auditorium.

1.2.6. Bldg 1487 Entrance Foyer. Students **will not** call the area outside OTS Large to attention when commissioned staff enters or exits this area through any doorway or stairwell. Students may not speak in this area unless giving the greeting of the day, making on-the-spot corrections to other students or addressing/being addressed by OTS staff or visitors. Students will not loiter in this area unless directed by staff or waiting for the base taxi during inclement weather. Students waiting in the area will render the proper greeting of the day to all staff entering/exiting the area.

1.2.7. Flight Room Guidance.

1.2.7.1. Before each flight room class, appointed student will write the subject of the class, the title, the instructor and the allotted time on the top left corner of either white board. Follow the procedures outlined below for opening and closing class.

1.2.7.2. Students will not leave the flight room during a class unless granted permission by the instructor. Students will not eat or drink in the flight room without Flt/CC approval.

1.2.7.3. The flight leader will always sit to the instructor's right, as viewed from the front of the room.

★1.2.7.4. When class is not in session, students will call the room to attention, in unison, when commissioned staff enter and exit the room, providing there is not already a staff member of equal or higher rank in the room. As the staff member breaks the plane of the door, all students will command, "**ROOM, ATTENTION.**" When exiting, if the staff member commands "**CARRY ON.**" all students will echo, "**CARRY ON SIR/MA'AM.**" If the "CARRY ON" command is not issued, students will go to at ease and resume normal duties when the door is closed or the staff member has left the room.

★1.2.7.5. When class is stopped for a break and the same class will resume, do not call the room to attention when the instructor enters and exits the room.

1.2.7.4. Flight room opening procedures for inspection class. An inspection class is defined as the first class of the day held in the flight room that is 45 minutes or longer and does not contain a flight room television (FTV) segment.

1.2.7.4.1. Prior to the instructor entering the flight room, students will be at the position of parade rest, standing behind their chairs and facing the wall. Necessary books and materials will be in place on tables and ready for use. The flight leader will stand in the front of the flight room facing the back of the room.

1.2.7.4.2. As the instructor comes through the doorway, the flight leader will command, "**FLIGHT ATTENTION.**" The instructor will walk to the front of the room and position themselves at the side of the flight leader. The flight leader will turn and face the instructor, salute and report, "**Sir/Ma'am, _____ Flight _____ is ready for inspection.**" (NOTE: Flights with number designators will state "Flight #". Flights with letter designators will state "-letter- Flight"). The instructor will return the salute and then inspect the front of the flight leader. The instructor will tell the flight leader to "**POST.**" The flight leader will turn and face the rear of the room.

1.2.7.4.3. The instructor will then proceed in a military manner around the room, inspecting the front of each student. After the instructor completes the inspection of the front of the students, the flight leader, without being prompted, will command, "**ONE PACE FORWARD, MARCH.**" The flight leader will not move. The instructor will inspect the back of the flight leader and proceed in a military manner around the room to inspect the back of each student.

1.2.7.4.4. At the conclusion of the inspection, the instructor will command, "**Take your seats.**" then the instructor will place the students at ease. Students will remain at attention until placed at ease by the instructor.

1.2.7.4.5. If there is not enough space at the back of the room for the instructor to comfortably inspect the students, the instructor may change where the students stand for the inspection. The procedures will not change.

1.2.7.5. When class is open, the flight room will not be called to attention for visitors. This is an academic session and will continue uninterrupted.

1.2.7.6. Flight room opening procedures for non-inspection class. Before the instructor enters the room, each flight members will stand behind his or her own chair and face the center of the room. Necessary books and materials will be in place on tables and ready for use. The flight leader will stand in front of the flight room, facing the back of the room. As the instructor comes through the doorway, the flight leader will come to the position of attention and command, "**FLIGHT, ATTENTION.**" The instructor will walk to the front of the room and position themselves at the side of the flight leader. The flight leader will turn and face the instructor, salute and report; "**Sir/Ma'am, _____ Flight _____ is ready for instruction.**" (NOTE: Flights with number designators will state "Flight #". Flights with letter designators will state "-letter- Flight"). The instructor will return the salute and command "**Take your seats.**" then the instructor will place the students at ease. Students will remain seated at modified attention until placed at ease by the instructor.

1.2.7.7. Flight room closing procedures. At the conclusion of the class period, the instructor will tell the flight leader, "**Flight Leader, prepare the flight for dismissal.**" The flight leader will stand up behind the chair, assume the position of attention and command, "**FLIGHT, PREPARE FOR DISMISSAL.**" Each flight member will rise promptly, arrange their training materials into a neat stack on the table and assume the position of parade rest in back of their chair. After the entire flight accomplishes this, the flight leader will move to the front of the flight room and stand at attention facing the back of the room. The flight leader will command, "**FLIGHT, ATTENTION.**" The instructor will then take their position at the side of the flight leader. The flight leader will face the instructor, salute and report, "**Sir/Ma'am, _____ Flight _____ is ready for dismissal.**" (NOTE: Flights with number designators will state "Flight #". Flights with letter designators will state "-letter- Flight"). The instructor will return the flight leader's salute and tell the flight leader, "**Dismiss the flight.**" The flight leader will immediately face the flight and command "**DISMISSED.**" Students will assume the position of parade rest. The instructor will then leave the room. As the instructor breaks the plane of the door, all students will command, "**ROOM, ATTENTION.**" The instructor will respond, "**CARRY ON.**" At this point all students will echo, "**CARRY ON SIR/MA'AM.**"

1.2.8. Building entrance procedures. Entrance procedures are necessary in order to promote good order and discipline among students while entering any permanent structure. These procedures apply to squadron, flight and detail formations. If a door becomes stuck in the open position, the last student entering will close it.

1.2.8.1. Upon halting a flight near an entrance in which entry is required, the flight leader will command, "**COLUMN OF FILES FROM THE RIGHT (LEFT).**" On the information command, the guide will take the position in front of the selected element. Once the guide is in position, the flight leader will command, "**FORWARD.**" Upon the flight leader's command of "**FORWARD,**" the element leader of the selected element turns his/her head 45 degrees to the right (left) and echoes the flight leader's command and the guide will go to the carry position. At the same time the remaining element leader turns his/her head 45 degrees to the right (left) and commands, "**STAND FAST.**" After all element leaders have echoed the appropriate command, the flight leader will command, "**MARCH.**"

1.2.8.2. Upon the flight leader's command of "**MARCH**" the guide and all remaining members of the element will step off. Once the guide has reached the door, he/she will hold it until the last flight/element member has entered. The element leader of the selected element will step off toward the appropriate entrance. Each succeeding element leader will command, "**FORWARD, MARCH**" once the last student in each preceding element has passed, ensuring their element is in step with the preceding element. All members of the element will incline in the appropriate direction, following the leading individual in successive order.

1.2.8.3. The flight leader will follow the last member of the last element to enter the building. After the last person of the last element has entered; the guide will place the guidon in the guidon stand (if available).

1.2.8.4. While marching as a detail, the student in charge will command, "**DETAIL HALT**," followed by the command of "**FALL OUT**." The students will then enter the building.

1.2.9. Departing the Academic Building. The flight leader will be the first member of the flight to depart the building and will designate the position for forming the flight. The flight will exit the building and form up on the guide, in line formation, two elements, facing the flight leader. When departing as a detail, students will exit the academic building in an orderly manner and form up on the sidewalk. There will be no talking in formation. Flight leaders will take care to not block traffic into or out of the building. The last student in a formation will ensure building doors close behind them.

1.3. Reporting Procedures

1.3.1. Reporting procedures will be accomplished for both commissioned and enlisted staff members. Formal reporting procedures for reporting in to an office are as follows.

1.3.1.1. Center on door (or cubicle) and knock once (loud enough to be heard in an average size room). Do not knock on the door if a conversation is taking place in the office.

1.3.1.2. Wait until acknowledged and then state the rank and name of the person to be seen followed by your rank, name, and the phrase "requests permission to enter." Example: KNOCK (wait for acknowledgement) "**Capt Jack, OT 1st Lt Roberts requests permission to enter.**"

1.3.1.3. When given the order to enter, march using the most direct route to the staff member, perform the appropriate facing movement, (if on carpet, turn in a crisp, military manner), center yourself on the individual, salute if reporting to an officer and use the appropriate of the three reporting statements: "**Sir/Ma'am, (Rank) (last name) reports as ordered;**" "**Sir/Ma'am, (Rank) (last name) reports to make a statement;**" or "**Sir/Ma'am, (Rank) (last name) reports to ask a question.**"

1.3.1.4. The reporting student will hold the salute until the officer drops their salute and remain at the position of attention until told otherwise.

1.3.1.5. At the end of a conversation, stand and assume the position of attention (if at a different position) and ask, "**Will that be all sir/ma'am?**" If so, salute if reporting to officers and render the proper greeting of the day, perform the appropriate facing movement to leave, and take the most direct route out of the office or cubicle. (If on carpet, do not execute facing movements. Instead turn in a crisp, military manner.)

1.3.1.6. When multiple Students are reporting in, the senior one will stand on the right, and report in on behalf of the others. For example, the senior Student will say **“Capt Walker, 1st Lt Smith and 2d Lt Jones request permission to enter.”** When **reporting in** to officers, the senior student will command **“PRESENT ARMS”** and make the reporting statement on behalf of both students. When the officer renders a salute, the senior student will drop their salute and then command **“ORDER ARMS”** and the other student (or students if others are reporting in) will drop salute. At the end of the conversation, the senior student will call the others to **“ATTENTION”** (if at a different position) and ask, **“Will that be all sir/ma’am?”** If so the senior student will command **“PRESENT ARMS”** and give the greeting of the day on behalf of both **students**. When the officer renders a salute, the senior student will drop their salute and then command **“ORDER ARMS”** and the other student (or students if others are reporting out) will drop salutes. The students will then exit as described in paragraph 1.3.1.5.

1.3.2. When reporting to the flight room for a class already in session:

1.3.2.1. Center on door and knock once (loud enough to be heard).

1.3.2.2. Wait until acknowledged, open the door (if closed), state the rank and name of the instructor you wish to see followed by **“(Rank) (Name) requests permission to enter.”** Example, **“Capt Wingo, OT Maj Smith requests permission to enter.”**

1.3.2.3. When given the order, enter, close the door (if you opened it), come to attention and give the reporting statement: **“Sir/Ma’am, (Rank) [Last Name] reports to make a statement.”**

1.3.2.4. The instructor will allow the statement or direct the student to their seat (if late). Late students will report to the instructor after class for appropriate counseling unless directed otherwise by the instructor.

1.3.3. Students that need to speak with staff members outside the two situations described above will use one of the three reporting statements listed in paragraph 1.3.1.3. If the staff member is with a group of individuals, students will greet all members present with the greeting of the day and then use the staff member’s rank and name in place of “sir/ma’am” in order to avoid confusion in using the reporting statement. Students should greet other staff members with the greeting of the day after concluding the conversation with the staff member.

1.4. Dormitory Area

1.4.1. Enter the dorms as outlined in paragraph 1.2.8 and all subparagraphs.

1.4.2. Students will not return to the dormitories during duty hours unless changing uniforms for official duties and classes (to include Charge of Quarters/Assistant Charge of Quarters (CQ/ACQ) duty, field leadership flickerball operations, etc.) or if granted specific permission from their Flt/CC.

1.4.3. Foyer/Day Areas/CQ Office/Hallways. Students **will not** call foyers, day areas (open area used as a dayroom), CQ Office, or hallways to attention when upper-class OTs (BOT only) or commissioned staff enter. If seated, students will stand and render the proper greeting of the day, or, if already standing, will simply render the proper greeting of the day. **EXCEPTION:** If there are two or more students in the foyer, dayroom, day-area, or hallway and the OTS/CC, or an O-6 or above enters the building/area, the students **will** call the building/area to attention **unless there is an officer of equal or higher rank already in that specific building/area**. If there is only one student, they will stand at the position of attention and render the proper greeting of the day.

1.4.4. Due to increased traffic, do not call CQ lobbies/living areas to attention on the morning of graduation.

1.4.5. Dayrooms. Students **will** call their dayrooms (not day-areas) to attention for commissioned staff (BOT lower class will also apply this rule to upper-class OTs) when they enter **if** there are two or more students in the dayroom and there is no one of equal or higher rank already in that dayroom. If there is only one student in the dayroom, that student will simply come to attention and render the proper greeting of the day. BOT Upper-class OTs will follow the same guidelines, but only for staff.

1.4.6. Entering/Leaving Dormitory Rooms.

1.4.6.1. Before entering a student's room, knock, identify yourself and wait for permission to enter. When commissioned staff enter or leave a room, the first person to take notice will call the room to attention. If a student is alone in the room, come to attention as the officer enters or leaves, but don't call the room to attention. When a BOT upper-class OT enters or leaves a BOT lower-class room, the first lower-class OT to spot the senior OT will call the room to attention. If an OT is alone in the room, come to attention as the senior OT enters or leaves, but don't call the room to attention.

1.4.6.2. BOT Lower-class OTs will always use formal reporting guidance when entering and leaving BOT upper-class OTs' rooms.

1.4.7. All students will lock their dormitory room doors at night while sleeping.

1.4.8. Follow the same hallway procedures as in the non-academic areas of bldg 1487 (paragraph 1.2.1 and subparagraphs).

1.4.9. Students will not permit unescorted, non-OTS personnel into the dorms without prior approval from OTS Staff. (**EXCEPTION:** contractors and maintenance personnel performing duties). Students will challenge any unknown personnel found in the dorms by asking them for their ID and purpose for being in the dorm. If they can't produce these, or the challenging student feels uncomfortable reviewing such items, the student will escort the personnel outside and call OCC immediately for further instructions. If the unauthorized individual refuses to leave, simply proceed to the CQ and call OCC for further instructions.

1.4.10. Intercoms in all dormitories will only be used to make official announcements. Announcements will be short and professional.

1.4.11. Departing the Dormitory. The flight/detail will form up in front of the dormitory using the procedures in paragraph 1.2.9.

1.4.12. Access to Civilian Luggage. Each dormitory has a storage room for BOT OTs to store civilian luggage. After lower-class OTs have moved into their assigned rooms they will not access their luggage (stored in either the dorm storage room or their vehicle), except with permission from their Flt/CC, until they attain third-class status. OTs will only access their luggage (stored in either the dorm storage room or their vehicle) to retrieve items they had forgotten or to store new items they may have purchased or are no longer useful. They will not use either the dorm storage rooms or their personal vehicles as a way to circumvent room inspections. The Dormitory Charge of Quarters Operations Officer (OTW/CPD), who controls access to the storage rooms, will provide set times for OTs to access their luggage on the weekends, based on guidance from 24 TRS/DO.

1.5. Expected Conduct

1.5.1. Students are expected to conduct themselves as ladies and gentlemen and should not tolerate those who do not. Report student misconduct to your chain of command immediately. Tolerating misconduct by others is considered as grievous an offense as having committed the infraction yourself. Holding or earning a commission is not a right; it is a privilege given through hard work, personal sacrifice and professional conduct. Students must conduct themselves as officers 24 hours a day. Proper conduct and discipline are the responsibility of the Student wing. Behavior which brings discredit to our nation, US Government, US Air Force, OTS, or the student will not be tolerated. Students are responsible, professional people who will avoid the actual or appearance of the following actions:

1.5.1.1. Failure to perform assigned duties.

1.5.1.2. Disrespect or conduct unbecoming an officer.

1.5.1.3. Violations of federal, state or local laws.

1.5.1.4. Failure to obey a direct order.

1.5.1.5. Failure to go (failure to attend a directed class, event, formation, or appointment).

1.5.1.6. Failure to support the Air Force Equal Opportunity and Treatment Program.

1.5.1.7. Unprofessional relationships.

1.5.1.8. Physical and verbal maltreatment.

1.5.1.9. Maltraining.

1.5.1.10. Sexual harassment.

1.5.1.11. Sexual assault.

1.5.2. Unprofessional Relationships. Unprofessional relationships (UPRs) will not be tolerated at OTS. UPRs are defined as relationships or attempted relationships with faculty, staff, or other students that detract from the authority of superiors or result in (or reasonably create the appearance of) favoritism, misuse of office or position, or the abandonment of organizational goals for personal interests. Involvement in a UPR may result in prosecution under of the *Uniform Code of Military Justice* (UCMJ) and disenrollment from OTS. Further guidance can be found in AETCI 36-2909, *Professional Conduct and Relationships*. Students will:

1.5.2.1. Ensure their relationships with faculty and staff are professional.

1.5.2.2. Not establish, develop (or attempt to develop), or conduct a personal, intimate, or sexual relationship with faculty, staff, or other OTS student. A personal relationship is any relationship other than a normal professional relationship. It specifically includes, but is not limited to, dating, kissing, affectionate touching, hand-holding, embracing, caressing and any other public or private act of affection. It does not include private relationships between husbands and wives.

1.5.2.3. Not use threats, pressure, or promise of return of favors or favorable treatment for the purpose of gaining sexual favors from faculty or staff.

1.5.2.4. Not make sexual advances toward, or seek or accept sexual advances or favors from, faculty or staff.

1.5.2.5. Not gamble with faculty, staff or other students.

1.5.2.6. Not lend money to, borrow money from, or otherwise become indebted to faculty or staff.

1.5.2.7. Not develop (or attempt to develop), establish, or carry on a personal social relationship with faculty or staff.

1.5.2.8. Not establish a common household with a member of the faculty or staff.

1.5.2.9. Not attend social gatherings or frequent clubs, bars, or theaters on a personal social basis with faculty or staff. (**NOTE:** This does not include the Officers' Club Orientation, flight dinners, or Dining-In/Dining-Out during the last week of training.)

1.5.2.10. Not accept alcohol from, or consume alcohol with, faculty or staff on a personal social basis. (NOTE: This does not include the Officers' Club Orientation, flight dinner, or Dining-In/Dining-Out during the last week of training.)

1.5.2.11. Report all UPRs to commissioned staff.

1.5.3. Physical and verbal maltreatment includes, but is not limited to, poking, hitting, thumping, pushing, grabbing, threats of violence, physical violence, physical intimidation, hazing, or any unnecessary physical contact. Verbal maltreatment is defined as any language that degrades, belittles, demeans, ridicules, or slanders an individual or group based on color, national origin, race, religion, age, ethnic group, gender, or physical stature. This includes, but is not limited to, the use of profanity and any insinuation of immoral, unethical, crude, offensive language used in rhymes or prose as memory devices (mnemonics), or training tools. Any language that establishes a hostile environment constitutes or promotes sexual harassment, or disrespect for anyone is considered verbal maltreatment.

1.5.4. Maltraining is any training practice that is not designed to meet a training objective. Examples of maltraining include, but are not limited to, unnecessarily rearranging the property of a student, maliciously embarrassing a student, assigning remedial training that does not fit the deficiency (such as making a student run laps for having poorly shined boots). Other examples would be making other students perform degrading or humiliating tasks (such as having a BOT lower-class OT stand in front of the flight with their finger on their nose for wiping their face while at the position of attention), or assigning remedial training to an entire flight based on the deficiencies of an individual or a few individuals.

1.5.5. Sexual harassment involves unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a physical nature when: submission to or rejection of such conduct is made either explicitly or implicitly as a term or condition of a person's job, pay, or career; submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person; such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment; any person in a supervisory or command position who uses or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay, or job of a military member or civilian employee; any military member or civilian employee who makes unwelcome, deliberate, or repeated verbal comments, gestures, or physical contact of a sexual nature.

1.5.6. Sexual Assault. Sexual Assault refers to any of several offenses of a sexual nature, committed without the lawful consent of the victim, that are punishable as crimes under the Uniform Code of Military Justice. The offenses included within the term 'sexual assault' include rape and carnal knowledge, forcible sodomy, and assault with intent to commit rape or sodomy, indecent assault, and indecent acts or liberties with a child, or an attempt to commit any of these offenses.

1.5.7. Hazing and Punishment. Students never have authority to levy punishment upon other students. Push-ups, or any other form of physical punishment are strictly forbidden at OTS. Hazing is also strictly prohibited at OTS. Hazing is *"any unauthorized assumption of authority of one student over another student, whereby the later shall suffer or be exposed to*

suffering, cruelty, indignity, humiliation, hardship, oppression, or the deprivation or abridgment of any right, privilege, or advantage to which he or she shall be legally or properly entitled." (NOTE: Pushups or other exercises used to express motivation, where both staff and students engage in them together, are acceptable as long as they are supervised by a student squadron commander [SS/CC] or higher. The intent is to use these as a motivational tool and to foster a warrior spirit, not to use this as a punishment.)

1.5.8. Student Spirit Missions. Spirit missions will be tasteful, and the group responsible for execution will be responsible for cleanup afterwards. Spirit missions must be approved by the owning SS/CC or higher.

1.5.9. Offensive Materials. Display or possession of any pornographic media (i.e. tapes, magazines, CDs, etc.) is forbidden while at OTS. Any materials that could reasonably be considered offensive or degrading will not be tolerated in this training environment.

1.5.10. Mandatory Formations. Missing a mandatory appointment or scheduled activity is a major disciplinary infraction. Students will honor all obligations and meet all formations. Failure to do so casts doubt on their ability to be an Air Force officer. Mandatory formations include, but are not limited to: all flight room/auditorium instruction (unless specifically directed to miss by Flt/CC or higher authority), drill instruction, dining priorities, LRC/Project X and all graded measurements.

1.5.11. Expectation to Report. Students are expected to report all violations of the Honor Code, Uniform Code of Military Justice, and written or verbal orders (to include regulations, instructions, and this manual), whether committed by themselves or others. Any student who through design, neglect, or carelessness knowingly conceals or fails to report such information about another student will receive an equal or more severe corrective action. Failure to report is punishable under Article 92 of the UCMJ since this manual, a directive publication, requires it.

1.5.12. Cell Phone/Pagers. Only students in 2nd class status or higher are authorized to carry and use cell phones/pagers during the academic day while assigned at OTS. Cell phones will not be visible on the uniform and must be carried in a briefcase or attaché. During the duty day, phones will remain in the OFF position (not vibrate). Cell phones can be used in the break rooms during the duty day but nowhere else in the academic building and not while walking. Cell phones can be used in the dormitory and just outside the front doors but no further than 20 feet from the dorm entrance and not if visible to people passing by the campus. All appropriate courtesies MUST be rendered when staff pass by the area. At no time will a student use a cell phone while walking on the campus, walking in uniform, or driving on or off base.

1.5.13. Time Management. Students should ensure they are making proper use of their time by always having something to study with them. Examples include, but are not limited to: academic samples of behavior (SOBs), OIs, Airman's Manual and the Handbook of Warrior Knowledge (known as the "Talon"). This requirement is waived after students have completed all of their academic requirements.

1.5.14. Field Leadership/Physical Conditioning Classes. Students will always display professional conduct. Arguing about rules or calls, losing one's temper, or using profanity are indicators a student may not possess the character required of an Air Force officer.

1.5.15. Written Correspondence. Written correspondence will be accomplished using the official memorandum format as found in AFH 33-337, *Tongue and Quill* and AFMAN 33-326, *Preparing Official Communications*. Font will be Times New Roman, size 12. The date will be written in "DD Mmm YY" format (e.g. 11 Feb 03 or 4 Feb 05), justified to the right margin, on the tenth line from the top of the page.

1.5.16. Student Stamp. Each student will be given the opportunity to complete a student stamp for all memorandums for record and grade sheets. A properly completed stamp includes: 1) circling (or checking, depending on the form) either the "do" or "do not" depending on whether or not the student would like to comment; 2) drawing a single horizontal line through the remaining "do" or "do not"; 3) initialing in the initials block; and 4) printing the current date in DD Mmm YY format (e.g. 25 Dec 02). By signing the stamp, students are acknowledging they were counseled and documentation does exist. If a student refuses to complete the student stamp, Flt/CCs will annotate, sign and date the memorandum for record and inform the student's owning SS/CC. If the student wishes to make an immediate comment, they may write on the back of the memorandum for record or grade sheet, sign and include the date. The student may also submit comments using the official memorandum format described above.

1.6. Computer Usage

1.6.1. Computer Training. Students must complete the required information assurance (IA) training prior to using any government computer or accessing the base network. The flight's computer leader will be the first to receive initial IA training. The computer leader will then give network access to their flight members to receive IA training. When a student completes training, they will save their completed record of training to a disk. When all students in a flight have completed training, the flight's computer leader will print all the completed records of training for each flight member and forward them to the owning Flt/CC.

1.6.2. E-mail. Students may use e-mail for morale purposes or official use. Personal use is limited to courtesy of others waiting (about 15 minutes). Commercial email accounts (i.e. Hotmail, Yahoo Mail, etc.) will not be accessed. Students will not send or download email with large attachments (i.e. over 1.44 megabytes). Students will delete all e-mail prior to graduation. Students will scan all e-mails and attachments for viruses.

1.6.3. Internet Usage. Students may access the Internet from government computers for OTS related/directed activities (i.e. pictures for flight book, flight T-shirt design, flight room bulletin board, project research, base and career information). **Viewing, downloading or printing pornography is prohibited and is grounds for dismissal from OTS!** Making online purchases, to include the buying and selling of stocks, is forbidden. Students may not

use the Internet (including e-mail) for personal gain or commercial purposes, only for official or approved use. Students may, however, use the Internet to pay bills and handle other financial obligations. Students may not use personal computers, to include laptops, to gain access to the government network.

1.6.4. Government Computers. Students will not install or remove software from, store data on, or move government-furnished computers in the dormitories or academic building. Students will scan removable media for viruses before each use. Report all virus attacks immediately to the Student Wing Information Systems Officer.

1.7. Duty Week Events

1.7.1. Duty Week Events. These events occur during the scheduled duty week.

1.7.2. Scheduled Military Training (SMT). Time dedicated to accomplish training, education and in/out-processing activities required for graduation. Unless directed otherwise by the schedule, SMT is 0500-1700, Monday through Friday. In addition, only BOT students will observe SMT on Saturday from 0500-1300. Saturday SMT will be used to accomplish details, study, or obtain any additional training needed. SMT is scheduled on Sunday, as needed. However, from time to time, there may be deviations from the normal training day. The class schedule will reflect these deviations.

1.7.3. Flt/CC Time. Time for Flt/CC to conduct required activities outside normally scheduled curriculum. With Flt/CC permission students may perform other duties, or go to appointments during this time. Flt/CC time becomes APT for students not involved in the activities outlined above and will not be “on break”.

1.7.4. Dining Blocks (shown as actual meal, e.g. lunch). The time displaying dining hours used to create dining priorities for the student wing. This time is also used to show where dining hours fall in respect to other planned activities.

1.7.5. Academic Preparation Time (APT).

1.7.5.1. BOT APT. Students will use this time to accomplish whatever is necessary to keep current with the program.

1.7.5.1.1. APT during the academic day is normally intended for a specific upcoming graded measurement only. The time will be spent in the flight room or other designated area and the students will be studying academic material.

1.7.5.1.2. Evening APT will be conducted during the scheduled time in designated areas. It is the responsibility of all students to foster an environment conducive to studying (i.e. quiet in the halls, no TV, no mandatory meetings and pep rallies, etc.). There will be no tasking or engagement (unless absolutely necessary through emergency needs) of OTs during this time but flights/squadrons can organize short meetings (less than 30 min) on a non-mandatory bases if needed. For all students,

APT begins as soon as all study materials are presented. APT occurs until the student passes all academic measurements or measurement remakes. APT can be accomplished in the dorm room, flight room, library, or any other place authorized by their Flt/CC. The Flt/CC can set a specific place for APT to be accomplished if necessary. No one will task or require anything from a student during APT. APT may be scheduled during the duty day as part of SMT. Any deviation must be approved by TRS/DO. Additionally, evening APT for BOT is scheduled for Sunday through Thursday night, 2000-2300. There is no scheduled Friday or Saturday evening APT time. (NOTE: SS/CCs may direct remedial APT on the weekends as a part of Special Monitoring Status [SMS] requirements.). Any deviation must be approved by 24 TRS/DO.

1.7.5.2. COT APT. Mandatory study time will be as listed on the academic schedule. It is the responsibility of all students to foster an environment conducive to studying in the designated study areas. Any deviation must be approved by 23 TRS/DO.

1.7.6. Personal Time (PER). If listed on the schedule, PER is for personal hygiene, uniform/dorm maintenance, writing letters home, phone calls, sleep or to continue studying. PER on non-duty days is from 1700 until Lights Out, except for APT on Sunday. This does not apply to students in 3rd Lt/1st class status. There will be no upper-class initiated interaction between upper-class and lower-class OTs during this period. However, lower-class OTs are encouraged to seek out upper-class OTs for help at any point during this time.

1.7.7. Operations Time (OPS). Time scheduled for students to accomplish activities necessary for operation of the student wing. Activities may include, but aren't limited to: meetings, details, physical conditioning, personal needs, orientation of new OTs, social activities, etc. Time that the student wing staff does not schedule for wing requirements may be used as APT or PER. Students must carefully plan this time and ensure it is used efficiently. OPS time is any time not scheduled as SMT, APT, or PER.

1.7.8. BOT Lights Out/Lights On. All students will be in their assigned bed with all lights and radios turned off between 2300 and 0455. For the evening prior to each CWT lights out will be 2400 for all students taking the test. Lights out for students who are on duty at 2300 as CQ/ACQ is extended by 15 minutes to allow for sufficient time to secure the buildings. Students will not get out of bed or turn their lights on prior to 0455 except to use the restroom and respond to emergency situations. (EXCEPTION: Students tasked as road guards for morning PT or as key players for morning reveille formation may wake up at 0445. Also, students tasked to work OCC/CQ/ACQ or to wake up the lower class may wake up at 0445. Other students who need to wake up early must receive authorization from a staff member.) NOTE: COT students do not execute a strict lights out/on policy but good judgment should be used in managing free time to get the mission done and promote good health.

1.7.9. Bed Rest. You may not go to bed prior to the completion of evening APT. The only exception is if a student is sick and resting in bed.

1.7.10. Call to Quarters is the time during a privilege period by which all students must have returned from exercising their privileges and signed back into the dorms. Call to Quarters is 2230 on Saturday (BOT only. COT does not observe Saturday call to quarters) and 1930 on Sunday evening unless Monday is a holiday, in which cases, 23 TRS/DO and 24 TRS/DO will determine Call to Quarters.

1.7.11. Dormitory doors will remain open or closed based on certain situations. If open, the door will be opened fully (90 degrees).

1.7.11.1. Due to fire safety requirements, doors must remain closed while the room is unoccupied.

1.7.11.2. Doors will remain open any time there are students in a room that are of different gender or class status, even if during Personal Time.

1.7.12. Television Usage. Students with television privileges must ensure their viewing does not interfere with APT for other students or any mission-related events (e.g. flight meetings) that require use of the day room.

1.7.12.1. BOT Lower-class OTs will not watch television or movies except for specific events (i.e. movies with training value) approved by the owning SS/CC (or higher) or in the performance of official duties (e.g. watching news channel while working OCC).

1.7.12.2. 2nd class students may watch television or movies in the day room/area at any time during the privilege period unless restricted due to administrative actions (e.g. being put on special monitoring status (SMS)).

1.7.12.3. Third lieutenants/1st class status students may watch television at any time after the academic day.

1.8. Religious Services

1.8.1. Students are not required to march while escorting guests to/from religious services. Students with restrictive privileges (i.e. less than Maxwell) or assigned duty times are allotted up to 4 hours to attend worship services of their choice, on or off Maxwell AFB. The 4 hour time limit has been established to allow for a balancing of religious accommodation with the reiteration of personal accountability and time management responsibility. The latter are concepts crucial to any Air Force officer, and thus are to be considered mission essentials within the training environment of OTS. On the other hand, the four hour period adequately allows for students to travel to on-base or local off-base (i.e., within 5-10 miles) religious education classes (e.g., Sunday School); attend a 1-2 hour worship service and to engage, when applicable, in relevant, post-worship fellowship. The Flt/CC or SS/CC may grant extensions to the 4-hour time limit for religious observances on a case-by-case basis. Students must sign out and in on the CQ logbook. Students with restricted privileges will inform their Flt/CC of any off-base worship only to ensure accountability.

1.8.2. Attending the religious service of the student's choice is a right that will not be abused. Students with restricted privileges will proceed directly to and from all religious services. They may visit with friends and family while attending church services, however, they may not skip the service in order to socialize in the vicinity of the service. Students may attend a post-service fellowship dinner or the like, as it is relevant to the practices of one's faith community. However, such activity must be connected to the practicing community, and not to be simply an independent social time formed within the time allotted. These considerations are instituted to promote integrity and the aforementioned mission essentials of accountability and time management. Once the worship service and its related practices are completed, students will return directly to campus unless exercising off-base privileges.

1.8.3. Some faith groups may require religious observances that fall within a standard training week; and not on the weekend as understood by the Gregorian Calendar. Students must understand that accommodation will be sought to the best of OTS Command's ability. However, accommodation begins with a student's understanding that the military mission and training requirements may cause conflict with standard worship practices, and that full accommodation may not be possible. Students may feel free to discuss the issue of accommodation in detail with the OTS chaplain.

1.9. Student Publication Tests (SPT)

1.9.1. SPTs will be administered to test students knowledge on OTS procedures and gauge their ability to adapt to rules and standards.

1.9.2. Scores will be recorded and documented and proper feedback will be provided as needed.

1.10. Academic Integrity

1.10.1. Academic Integrity. Uncompromising adherence to a code of ethics, morality, conduct, scholarship and other values related to academic activity.

1.10.2. Students must adhere to the highest standards of academic integrity. They are prohibited from engaging in plagiarism, cheating, misrepresentation, or any other act constituting a lack of academic integrity. Failure to do so reflects discredit on the Air Force, the student and OTS. All individuals who violate academic integrity are subject to disenrollment, disciplinary action and may be prosecuted under the UCMJ.

1.10.3. Lack of Academic Integrity. Includes (but is not limited to):

1.10.3.1. Plagiarism. The act of taking written or verbal work from another and intending to pass it off as their own.

1.10.3.2. Cheating. The act of giving or receiving improper assistance such as, but not limited to, copying answers from another's examination; using texts, notes, issue materials, or other references not authorized for examinations or other assigned work;

using previously written papers, briefings, or other types of student work normally assigned by the school, provided by former OTS students or the upper class; knowingly permitting another student to copy one's assignments or briefing materials, or answers from an examination paper; and collaborating with other persons on individual assignments except as specifically authorized by the school.

1.10.3.3. Misrepresentation. The act of making an assertion to intentionally deceive or mislead. Misrepresentation may be an oral or written statement that is misleading or deceiving and meant to be so; for example, false reporting. Students enrolled in a course who previously took the same course (or a variant of it; for example, a nonresident version of the same course) and attempt to resubmit research papers or other work in fulfillment of a current school assignment, while disguising the fact that it is a resubmission, would be guilty of misrepresentation.

1.10.3.4. Students must first complete their SOBs on their own. Once the SOBs for the next CWT are accomplished, they may study with other students. Practice tests are authorized but must be created by that class and only passed out to those students with completed SOBs. Students may circulate practice tests between squadrons. Do not use practice tests created by any other class.

1.11. Access Card Entry System Control

1.11.1. Access Card Entry System. Most buildings on the OTS campus are equipped with an access card entry system that allows keyless entry through selected doors. Students are issued personal building access cards that allow entrance into these buildings. Bldg 1487 and the COT Addition's doors are usually unlocked during normal duty hours (0700-1700).

1.11.2. Card Issue/Return. Students will receive access cards during in-processing and return them during out-processing.

1.11.3. Lost Cards. Individuals losing their personal access cards must take immediate action in order to ensure building security. Students losing their personal access cards will immediately contact the OCC. If a card is found, it will be turned in to the OCC. The OCC will turn in any returned access cards to 22 TRSS the next duty day. Replacement cards will be issued through the OCC after contacting the 22 TRSS Facilities Manager.

1.11.4. System Malfunction. System malfunctions are reported to the SDO. If the malfunction is so severe that it cannot be fixed safely, in a timely manner and without damage to equipment, the card entry system at the affected door(s) will be shut off until the problem is resolved. The SDO will annotate the discrepancy in the system malfunction logbook located in the OCC. The SDO will contact the 22 TRSS Facilities Manager to schedule repairs for the next duty day.

1.12. Locked Doors. If students are issued keys for their room, it is the student's responsibility to ensure they have a key before leaving the room. Lock outs will be reported to the appropriate squadron commander, and may result in administrative paperwork documenting the incident.

Chapter 2

DRILL AND CEREMONIES

2.1. Definitions.

2.1.1. Detail. Formation of two to five students, including the student in charge (at OTS, students will NOT march in details of five). In formations with three or four students, the formation is sized regardless of rank and the student in the right rear position will lead the formation. The senior ranking person (or tallest if wearing OT rank) marches on the right in details of two and leads the formation.

2.1.2. Flight. Formation of six or more students. This includes a designated flight leader and guide. There will be at least two but no more than four elements. While on the OTS campus, flight will normally march with two elements.

2.1.3. Guide. The guide marches in front of the highest numbered element leader and will regulate the direction and rate of marching (front-right corner when in column formation).

2.1.4. Flight Leader. Student designated to lead the flight. Ensures all flight members are accounted for during the duty day. The flight leader will be rotated daily and is responsible for opening and closing procedures in the flight room.

2.1.5. Road Guard. Student designated to stop traffic when students cross a road or parking lot.

2.1.6. Unimproved surfaces. All surfaces that aren't paved or concrete.

2.1.7. Flight pennant. The flight pennant also known as the "driver's license" is a privilege awarded by the Flt/CC signifying that a flight is permitted to march without supervision. The driver's license is symbolized by the presentation of the pennant for the guidon.

2.2. General Guidance for Formations (refer to AFMAN 36-2203)

2.2.1. The formation leader's first responsibility is the safety of the formation. Therefore, situational awareness of the surroundings is critical and must be maintained at all times, even when stationary.

2.2.2. Students will not talk while in formation.

2.2.3. Students may double time on paved surfaces to and from physical conditioning activities except for crossing intersections or if one hour has not elapsed from the last meal. Students will not double time during hours of darkness for safety reasons (EXCEPTION: Approved formation runs may take place during dawn and dusk, and if the formation is carrying flashlights).

2.2.4. All students will move on sidewalks, parking lots, troop walks, and other improved surfaces. When there are none available, use unimproved surfaces with caution (and while marching at ease).

2.2.5. Flight leader will act as road guard for flights with 10 or fewer students. If traveling along a roadway, march with as few elements as practicable (usually only two) and **with the flow of traffic**.

2.2.6. All members of a formation must carry operable fluorescent wand flashlights during hours of darkness and period of reduced visibility. (EXCEPTION: Reflective gear is a suitable substitute during formation runs.)

2.3. Marching Requirements.

2.3.1. OTS staff (for BOT only- an upper-class OT) will escort each flight to all activities which require transit between buildings until they receive their “driver’s license” from their Flt/CC, signifying each flight member has the proficiency to safely march the flight. Formations are properly sized IAW AFMAN 36-2203. The flight leader, element leaders, and guides will be rotated daily to provide all students experience in each position. The drill leader and/or designated representative will schedule individuals to perform those duties. NOTE: COT students may transit between bldg 1487 and 1487 annex unaccompanied prior to receiving driver’s license.

2.3.2. March with your flight at all times except if there are not enough individuals to form a flight or if directed to march in details. Form details after the duty day when traveling to the library, PCC, OTS Shoppette, dorm, etc. Proper escorts are required for flight formations that have not yet received their driver’s license.

2.3.3. March with your flight at all times except for the following:

2.3.4. The student senior wing and key group staff may march alone and separate from their flights to monitor all formation activity.

2.3.5. Students will march in a flight (or detail only as authorized), going to and from physical activity/PT programs. For safety reasons, two or more students must participate in the aerobics/exercise programs together.

2.3.6. During duty hours, fourth-, third- and second-class students will march to the library, PCC, OTS Shoppette, dorms, etc. as details. Flt/CC permission is required.

2.3.7. Students may march alone to and from details and while performing details.

2.3.8. Students are not required to march while escorting guests during authorized privilege periods; however, you will maintain a military image and render proper military courtesies.

2.3.9. Right of Way for Formations. Under normal conditions, a formation will not pass another formation that is on the march. Formations may pass other stationary formations without requesting permission. The leader of a stationary formation must yield the right of way to a formation underway. If formations are on the march and converging on each other, leaders will yield the right of way to formations on their right.

2.4. Road Guards

2.4.1. General Information.

2.4.1.1. Required safety equipment: fluorescent/reflective vest (worn by road guards during hours of darkness) and flashlight (during hours of darkness).

2.4.1.2. Do not “piggyback” units (march more than one unit across the street without allowing traffic to proceed between them). (EXCEPTION: When marching to or from PT.) For approaching emergency vehicles responding to an emergency, remove flights from the roadway by fastest means possible.

2.4.1.3. The flight leader will render all courtesies for the flight. If an officer (on foot) or staff vehicle passes (from the front) the person in charge will render courtesies. If a staff vehicle approaches the flight while crossing an intersection the road guard will not salute (due to safety). The person in charge will march the flight across the street, halt them, call in the road guards and then render courtesies to the staff vehicle.

2.4.2. Procedures.

2.4.2.1. For safety reasons, flights will always be halted prior to entering a hazard so the flight leader can ensure the safety of the posting road guards. (EXCEPTION: Staff members certified in marching a flight are exempt from halting formations prior to posting road guards.)

2.4.2.2. The flight leader will move forward, post in front of the flight at the sidewalk/hazard edge.

2.4.2.3. The flight leader will wave traffic past OR motion for the traffic to stop by extending either arm and displaying the palm of the hand with the fingers pointed upward.

2.4.2.4. The flight leader will then march into the intersection and post in the middle of the road, perform an about face (so they’re facing the flight), ensure traffic is stopped and command, **"ROAD GUARDS OUT."**

2.4.2.5. On the command, **"ROAD GUARDS OUT,"** the left road guard will go to the closest lane...the right road guard will go to the farthest lane, face oncoming traffic at parade rest with the right arm up, palm flat with the fingers pointed upward.

2.4.2.6. The flight leader will command the flight to march across the intersection and perform the necessary facing movements so they can observe the flight at all times.

2.4.2.7. Once the flight is through the intersection, the flight leader will halt the flight and command, "**ROAD GUARDS IN.**"

2.4.2.8. The flight leader will remain in the intersection and continue to halt existing traffic while the road guards return to the rear of the flight.

2.4.2.9. The flight leader does not give further commands (e.g., "**FORWARD MARCH**") until rejoining the flight.

2.4.3. Road guards or formation leaders will report vehicles which fail to observe safety precautions or follow road guard directions. Report the time, place, type of vehicle, license number (if known), and description of the violation to your Flt/CC.

2.5. Flight Guidons

2.5.1. Each flight of six or more students will carry their guidon from start to end of academic day while marching from one location to another on Maxwell, except when specifically instructed by this manual or staff to do otherwise, or due to weather advisories announced by OCC.

2.5.2. The guidon will be carried to all events except the, Air Expeditionary Force (AEF) exercise and PT. If there is no guidon holder at the event, the guidon bearer will make every effort to ensure the guidon is stored/displayed properly and will not become a safety hazard.

2.5.3. Guidon Bearer. The flight guide will carry the guidon with the right hand. The guide will position the ferrule of the staff six inches from the ground when the flight is marching and resting on the ground when the flight is halted. Until the flight's pennant is awarded, flights will carry just the guidon. When the guidon is carried by a detail or a formation too small to be flight, the guidon is carried by the individual on the front right.

2.5.4. Storage of the Guidon. The flight guides are responsible for storing the guidon in the appropriate rack when not in use. Do not rest the tip of the ornament on the ground nor wrap the pennant tightly around the staff. During any class or parade practice on the drill pad, the guidon is placed by the first set of bleachers. If entering a building that does not have a storage rack, take the guidon inside with you and place it out of the way, leaning into a corner so that it will not fall. (NOTE: When entering a building with a guidon, announce "**GUIDON**" in order to alert others in the area to the hazard.)

2.5.5. Students will take care of the guidon. If any part of the guidon breaks, students will not attempt to repair it. They will take the guidon to the MTIs for repair.

2.6. Marching Under Force Protection Conditions (FPCONs). FPCONs are basic military conditions of alert, with Normal being the lowest level. During actual or simulated FPCONs, use the following formations.

2.6.1. FPCON NORMAL. March in any size formation.

2.6.2. FPCON ALPHA. March in any size formation.

2.6.3. FPCON BRAVO. March in flights or smaller.

2.6.4. FPCON CHARLIE. Outside activities are canceled; however, movement around the OTS campus is authorized in order to meet schedule requirements or as directed by staff. March at ease in details in order to enhance situational awareness.

2.6.5. FPCON DELTA. Outside activities are canceled. Minimize travel between buildings to that authorized by staff or the Operations Control Center (OCC). When moving between buildings, spread out and move quickly as individuals, not in any type of formation.

2.7. Reveille and Retreat Formations. The Student Wing will conduct formal reveille formations when PT is scheduled for the afternoon and formal retreat ceremonies when PT is scheduled for the morning. They will also conduct retreat ceremonies IAW the weekly schedule.

Chapter 3

STUDENT UNIFORMS

3.1. Personal Appearance

3.1.1. Hair. All students will maintain hair in strict accordance with AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, however, according to AFI 36-2903, AETC SUPP 1, OTS students are not permitted block cuts and must be tapered in appearance.

3.1.2. Facial Hair. Facial hair waivers granted by medical personnel IAW AFI 36-2903 must be presented to the Flt/CC. Students will be clean-shaven unless granted a facial hair waiver. Students will not wear mustaches while in training.

3.1.3. Uniform Wear. The student uniforms are, with certain exceptions, the same as those worn by active duty personnel. Students will always wear the appropriate uniform of the day or specific duty uniform IAW AFI 36-2903 while on the OTS campus. Each student is responsible for keeping the uniform neat, clean, pressed and in good condition.

3.1.4. Shoelaces. All students will tuck in their shoelaces with all footwear. This not only presents a clean positive image, it also helps prevent the number one documented safety hazard: tripping.

3.1.5. Formation Standardization. Students will standardize uniforms, to include outer garments, when marching in formation.

3.2. Uniform of the Day (UOD)

3.2.1. Starting on arrival day, the UOD is mandatory for all students during normal duty hours. Exceptions will be decided by the 23 TRS/DO and 24 TRS/DO for their respective squadrons. Always maintain standardization within the flight. The scheduling office will identify the specific UOD on the class schedule.

3.2.2. Exceptions to the UOD. Students may change out of the UOD into the uniform prescribed for field leadership events (PT uniform, BDU, or modified BDU).

3.2.3. Wear a uniform hat when outdoors unless authorized to remove it while participating in PT or field leadership (FL) activities, or in designated “no-hat” areas, such as the covered walkway between bldg 1487 and the COT Addition. Hats are not to be worn with the BOT privilege uniform.

3.2.4. Medical Waivers. Students on a medical waiver requiring the wear of sneakers or other therapeutic foot/leg gear will wear the BDU (except when UOD is the PT uniform).

3.2.5. Changes to the UOD. 23 TRS/DO and 24 TRS/DO, for their respective squadrons, will decide if a sudden change in the weather dictates a change in the UOD. The staff

member then notifies Student Wing Commanders of the designated UOD as soon as it's identified.

3.2.6. Student Wing leadership will use common sense as situations arise—cold, rain, etc. Once the decision to add inclement weather gear (such as an over garment or black watch cap) is made, the Student Wing leadership will ensure standardization throughout the wing.

3.3. Specified Wear of the UOD

3.3.1. The student wing standardization officer will be given the UOD for each day of training and provide the standardized combination (i.e. short sleeve or long sleeve on a UOD blues). The wing standardization officer should make every effort to ensure all practical combinations of all uniforms are worn during the course.

3.3.2. Parades. The UOD for the parade will be set by OTS/CC. All students will wear the UOD as prescribed. Normally the default uniform for parades will be short sleeve blues, trousers, and low-quarters. Skirts and long sleeve blues are not authorized during parades (nor drill practice). If the weather is cold, the service coat can be authorized.

3.3.3. Scheduled Meals. Wear the UOD to all meals in the OTS Dining Facility during duty hours. Wear the PT uniform to meals when the previous or subsequent scheduled activity requires this uniform and the flight's dining priority does not permit time to change. The PT uniform may be worn to meals on weekends, holidays, and to dinner during the week (if the schedule allows).

3.3.4. Flight room and Auditorium. Wear the UOD to all classes. Students may remove their BDU shirt at the instructor's discretion in the flight room and auditorium. If students depart the flight room or auditorium, they must put the BDU shirt back on before departing.

3.3.5. Field Leadership. FL activities include flickerball operations, LRC/Project X, and AEF. Wear combat boots to and from LRC/Project X and carry athletic shoes, a towel and a change of uniform. While engaged in the LRC/Project X, wear the modified BDU (BDU with athletic shoes). While participating in AEF, wear the BDU with combat boots. OTS faculty may authorize removing BDU hats and shirts.

3.3.6. Dormitories. Students will wear the UOD during duty hours. After duty hours, any authorized uniform may be worn in the OTS dormitories. Footwear is a mandatory part of every uniform. There is no mandatory sleepwear.

3.3.7. Students may wear shower shoes with the PT uniform. When ironing or leaving the squadron area (dorm rooms, squadron day room/day area, and assigned laundry room), replace the shower shoes with athletic shoes.

3.3.8. Students may remove their BDU shirt when performing work details. However, they must don the shirt immediately after the work detail ends.

3.4. Ribbons, Medals and Badges

3.4.1. Wear of ribbons is mandatory on the service dress. Once awarded, aeronautical and chaplain badges are mandatory, all other badges are optional. Miniature medals will be worn on the mess dress. Wear of authorized functional badges is encouraged on all uniforms.

3.4.2. Non prior enlisted students are authorized to wear the National Defense Service Medal if they meet Department of Defense eligibility requirements. Students can also wear the Expert Marksmanship Ribbon immediately after earning it. The AF Training Ribbon is not authorized for wear until graduation parade, at which point it will be mandatory. (EXCEPTION: Students may wear the AF Training Ribbon for their flight and individual photos.)

3.5. Civilian Clothes. Students may wear civilian clothes off base, or off campus when authorized. When authorized to wear civilian clothing, students must immediately depart the OTS Campus after changing into civilian clothes. Wear only civilian clothes that are in good taste. T-shirts with statements or logos must be conservative, in good taste and without ethnic, sexual, political, or religious overtones that will discredit the military (refer to AFI 36-2903 for more clarification on other types of inappropriate civilian clothing). Upon returning to the campus, students must go directly to their rooms and change into an appropriate uniform.

3.6. Blues

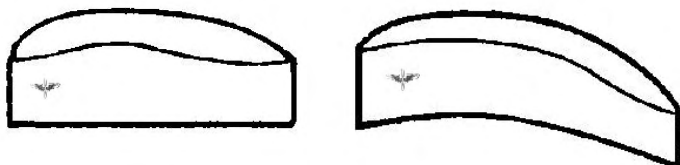
3.6.1. Service Uniform

3.6.1.1. General Wear. Wear of the service uniform will be per AFI 36-2903.

3.6.1.2. Blue Shirt. Students will wear nametag, shoulder rank insignia and badges on both the short sleeve and long sleeve blue shirt. All Students will wear their shirts tucked in. (EXCEPTION: Based on combination set by student wing standardization officer, females may wear the semi-form fitting (“princess-style”) blouse untucked.)

3.6.1.3. Shoes. Male and female students will wear low quarters. Female students are permitted to wear skirts or pumps while at OTS. (NOTE: Females will wear pumps with the Mess Dress uniform.)

3.6.1.4. Headgear. Wear the appropriate male or female flight caps with all blue uniform combinations. BOT OTs in third-class and upper-class status will wear the “Prop & Wings” cap insignia (Figure 3.1) on the left side of the flight cap, centered between the braid and the bottom, with the front edge of the wings 1 1/2 inches from the front of the flight cap (Figure 3.2). COT will wear appropriate rank as outlined in AFI 36-2903.

Figure 3.1. Prop and Wings Cap Insignia**Figure 3.2.** Prop and Wings Insignia on Male and Female Flight Caps.

3.6.1.5. Sweater. Student may wear either the cardigan or pullover sweater.

3.6.1.6. Lightweight Blue Jacket. BOT students will use the hard shoulder boards shown in Figure 3.4 to display rank on the jacket. COT will wear metal rank as outlined in AFI 36-2903. Black gloves are optional with this item.

3.6.1.7. Gig Line. Align the button front edge of the shirt, the straight edge of the belt buckle (right edge for males, left edge for females) and the edge of the zipper fly in a straight line. The metal tip of the belt will be aligned with the belt buckle so no belt fabric is displayed (metal grounded to metal). For males, the belt tip should be to the wearer's left. For females, the belt tip should be to the wearer's right.

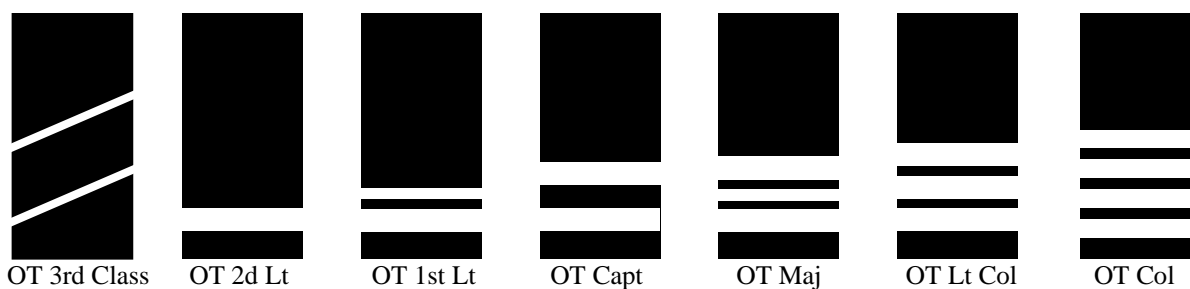
3.6.1.8. Prop & Wings and rank that are issued to BOT students by the OTW Supply Officer are accountable items. They will be returned to the OTW prior to departing OTS after graduation. The OTS Shoppette has these items available for personal purchase.

3.6.2. Service Dress Uniform

3.6.2.1. General Wear. Wear of the service uniform will be per AFI 36-2903. The following items will be worn with proper combinations of the service uniform.

3.6.2.2. Service Coat. Wear authorized ribbons, badges and devices (including US insignia). Students who qualify for the National Defense Service Medal or earn the Small Arms Expert Marksmanship Ribbon during M-9 qualification may wear those ribbons immediately.

3.6.2.3. Service Dress Uniform Insignia. For the service dress coat, and blue shirt, BOT students will wear shoulder mark insignia (Figure 3.3) with the appropriate grade based on OT position and class status. COT students will wear appropriate shoulder insignia as outlined in AFI 36-2903.

Figure 3.3. OT Service Dress Uniform Shoulder Mark Insignia

Note 1: Place the shoulder mark insignia as close as possible to the shoulder seam.

Note 2: Third-class OT shoulder boards will be worn so that the imaginary “V” formed by extending the lines meets behind the neck.

3.7. Battle Dress Uniform (BDU)

3.7.1. General Wear. Wear of the BDU will be per AFI 36-2903. Students will only wear the BDU to base offices and establishments when it is the UOD. The black t-shirt will be worn under the BDU shirt.

3.7.2. BDU Shirt. BDUs will be configured with sewn-on name and US Air Force tapes, as specified in AFI 36-2903.

3.7.3. Name Tag. All 3rd and 4th class students will wear a plastic name tag centered on and resting on but not over the edge of the right breast pocket. The name tag will be 3 1/2 inches wide by 2 3/8 inches high and have the student’s name and Flt/CC name centered in large bold letters. Squadron colors will be used for the name tags. Each squadron may personalize the name tag with a squadron logo, but it must be standardized within the squadron and approved by the respective student squadron commander. Students will no longer wear the plastic name tag when they have reached second-class status and all students in their class have the nametape and USAF tape sewn on their BDU shirts.

3.7.4. Combat Boots. You will always wear combat boots with the BDU unless you have a waiver or are participating in the LRC.

3.7.5. Poncho. Students may only wear the poncho with BDUs and PT uniforms. Fasten all snaps, except for the top one on each side, to allow arms to come through. Wear ponchos during inclement weather as directed by the flight leader. If worn, wear web belts underneath the poncho. If placed on the web belt when not in use, it will be displayed in a neat and standardized manner, as determined by Student Wing.

3.7.6. Web Belt and Canteen. Web belts and canteens are only worn with BDUs and PT uniforms.

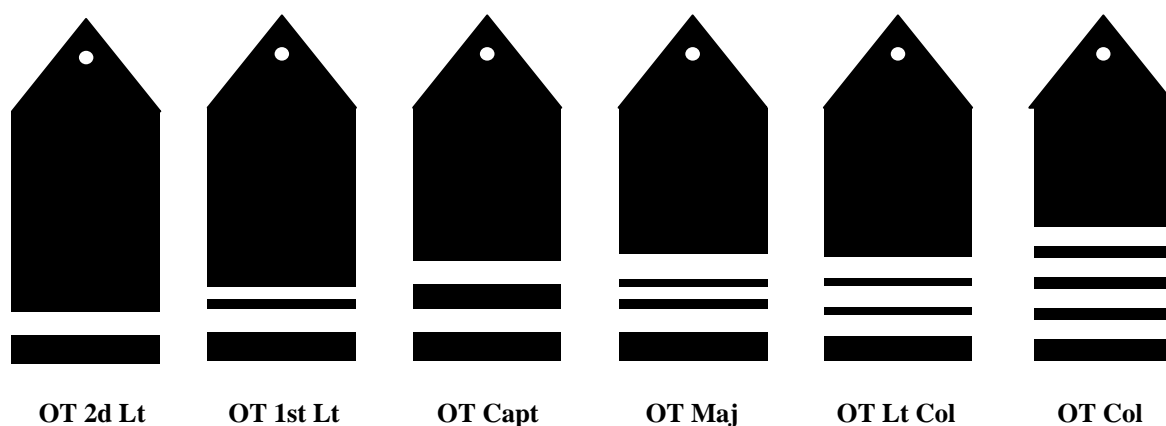
3.7.7. Headgear. Wear the BDU cap or black watch cap (in cold weather).

3.8. Mess Dress

3.8.1. Students will wear the Mess Dress to the Dining-In/Out. Wear all authorized badges, medals and devices in accordance with AFI 36-2903. Wear your hard shoulder boards with the mess dress uniform. Do not wear headgear with this uniform. All proper customs and courtesies, including saluting, are required when wearing the mess dress.

3.8.2. Grade insignia will consist of shoulder boards with the appropriate rank or grade based upon OT position and BOT class status (Figure 3.4). OT Shoulder boards are accountable items and will be returned to the OT Wing the day after the Dining-In/Out.

Figure 3.4. Mess Dress Shoulder Board Grade Insignia.



3.9. Privilege Uniform

3.9.1. The privilege uniform is considered an official, mandatory uniform of OTS and worn by students not authorized to wear civilian clothing. AFI 36-2903 will still apply to students with regards to grooming and wear of jewelry while in this uniform. The uniform will be kept clean, pressed, and cable-free at all times. Uniforms will consist of a blue, embroidered polo shirt with the OTS logo and a pair of khaki casual pants. To ensure standardization, these items must be purchased from AAFES.

3.9.2. Pants will be conservative in style and will not be faded. Cargo pockets are prohibited. Use brown, casual close-toed dress shoes. Wear a brown belt with pants.

3.9.3. With the exception of black watch caps during inclement weather and squadron hats worn at the base golf course, do not wear a hat with the privilege uniform. While in this uniform, do not render salutes, but give the greeting of the day.

3.9.4. During inclement weather, the lightweight blue jacket may be worn with the uniform. Black watch cap and conservative black gloves are also authorized during inclement weather as long as they comply with AFI 36-2903.

3.9.5. Students must immediately depart the OTS campus once changed into the privilege uniform. The only exception is when students eat breakfast immediately before departing for

church services. Upon returning to the campus, students must go directly to their rooms and change into the appropriate uniform of the day. The privilege uniform is only authorized for wear during the privilege period. (EXCEPTION: Students may wear the privilege uniform to religious services that occur outside the privilege period.)

Table 3.4. Summary of Privilege Uniform Wear				
Wear Status	Fourth Class	Third Class	Second Class	3d Lt
Allowed	Church only	Church, OR while exercising Maxwell privileges	Church, OR while exercising Maxwell or off-base privileges	Church, OR while exercising Maxwell or off-base privileges
	Other possible wear: JMAC, Officers' Club Orientation, or other special events when approved			

3.10. Inclement Weather

3.10.1. Watch Cap. During cold weather, you may wear the black watch cap with your PT, BDU, and privilege uniforms. The cap must be worn in conjunction with the field jacket and black gloves for PT and BDUs, or with a jacket for the privilege uniform. Do not wear other headgear with the watch cap.

3.10.2. Field Jacket. Students may wear the field jacket with the BDU or the PT uniform. The field jacket may be worn without gloves.

3.10.3. All Weather Coat (AWC). Students may wear the AWC during inclement weather with the service uniform or BDUs. Black gloves may be worn with the AWC. Flights will be standardized as to whether they wear the AWC or lightweight blue jacket.

3.11. Accessories

3.11.1. Eyeglasses and Sunglasses. Eyeglasses and sunglasses must comply with AFI 36-2903. When indoors or in formation, eyeglasses will be conservative and clear and may have slightly tinted or photosensitive lenses. When outdoors, sunglasses must have conservative lenses and frames. Faddish styles and mirrored lenses are prohibited. Sunglasses are prohibited in formation unless prescribed by a doctor. Eyeglasses and sunglasses must be stored when not in use and are not authorized to be worn around the neck, on top of the head, or hanging from any part of the uniform. An eyeglass strap must be worn while participating in PT and FL activities. Eyeglass straps will be a solid black or dark blue, form fitting and without ornamentation. Glasses with earpieces that wrap completely around the ear may be worn without the strap.

3.11.2. Contact lenses. Contact lenses will not be worn while at Project X, LRC, or the confidence course.

3.11.3. Handbags. Women may carry authorized handbags while in formation. The handbag may be carried over the left shoulder if it has a strap. Carrying a handbag must not hamper a student from rendering appropriate customs and courtesies. Women may not carry

handbags while in PT uniform, during drill lessons or in parades. Security of the handbag is your responsibility.

3.11.4. Metal Taps. Students will not wear metal taps on their boots or shoes while at OTS.

3.11.5. Jewelry. Jewelry will be worn in accordance with AFI 36-2903. Absolutely no jewelry, including wedding bands will be worn at any PT or FL event, nor at the confidence course. If a ring cannot be physically removed, the student will report to the IDMT and the ring will be covered with medical tape. Rings that can be removed will not be taped, they will be removed.

3.11.6. Watches. Watches will not be worn at any FL event or the confidence course. Students who have watches with hourly chimes will turn the feature off during the duty day.

3.12. Physical Training (PT) Uniform

3.12.1. General Wear. This uniform consists of athletic shorts, squadron T-shirt (tucked into shorts), plain white socks, a squadron baseball cap and conservative color athletic shoes. The PT uniform is worn at all PT activities and FL operations. When marching to/from these activities, students will wear the appropriate headgear.

3.12.2 Female students will wear their hair IAW AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel* as they would with blues or BDUs, including marching to and from PT. EXCEPTION: when actually participating in PT, females may wear a pony tail at a minimum, but hair will not be worn down in a free flowing style.

3.12.3. Baseball Cap. Worn to and from all PT classes and activities. Do not wear the cap while participating in PT events unless authorized.

3.12.4. Sweat suit. When prescribed as part of the UOD, wear the sweat suit both to and from all PT classes. When worn, keep the sleeves and pant legs fully down. Winter classes (1 Oct-31 Mar) will purchase a sweat suit as directed by 23 TRS/DO and 24 TRS/DO for their respective squadrons. Students may wear just the sweat shirt or sweat pants for PT events, but the flight must standardize uniforms while in transit.

3.12.5. Headbands/wristbands (Optional). May be worn during PT activities. Students will not wear these items during transit to and from PT activities. They will be white or match the student's squadron color.

3.12.6. Field Jacket. Worn as the outer garment for the PT uniform. Accessories include the black watch cap and black gloves.

3.12.7. Shorts. Students may wear compression shorts under the PT shorts. Nothing will protrude from under the PT shorts, including boxer-style briefs.

3.12.8. Off-Campus Wear of the PT Uniform. Students will not wear the PT uniform at any off-campus location unless specifically authorized by commissioned staff (e.g. community service work details) or this manual. Students may not go to the OTS Shoppette in the PT uniform. Students may wear the PT uniform off-base when engaged in fitness activities, such as Joint Military Athletic Competition (JMAC), when in off-base quarters (such as a motel) or when in the immediate vicinity of quarters when athletic clothing would be the normal attire (pool, weight/exercise rooms or to and from drink/food machines). Students will not wear PTs to cafes, restaurants, fast food facilities or other such public areas.

3.12.9. Name Tags. All third and fourth-class students will wear a plastic name tag as described in paragraph 3.7.3 of this manual in the same relative position. Exception: Name tags will not be worn to, from, or during PT activities.

3.12.10. Third-Lieutenant/1st class Status. Third lieutenants may decorate the back of their PT shirt with a tasteful logo. Flights may also substitute the PT shirt with a flight t-shirt. Decorations must be in good taste with nothing obscene, derogatory, or suggestive. These designs must be approved by 23 TRS/CC or 24 TRS/CC for their respective squadrons.

Chapter 4

DINING FACILITY PROCEDURES

4.1. Dining Facility Entrance Procedures

4.1.1. Dining Priorities (DPs). Students will meet their flight dining priority. 3rd Lt/1st Class status students are not required to meet evening DP. The Saturday evening meal, all Sunday meals and holiday meal periods are optional for students who have a privilege status of Maxwell or higher. Regardless of class position, students with Campus privileges must meet their flight's dining priority. Students performing Charge of Quarters (CQ), Assistant Charge of Quarters (ACQ) and members of details are exempt from scheduled DPs. Students should utilize time management skills and prioritize appropriately to meet flight dining priorities.

★4.1.2. Students may wear the UOD, or PT gear while in the dining facility. The OTS privilege uniform and civilian clothes are not authorized for wear in the dining facility.

4.1.3. Arriving at Dining Facility. (See Fig 4.1)

4.1.3.1. If there are no flights waiting in the Right or Left Door position, flight leader will direct flight into whichever position is available. Guide will not go past hold line in front of inside door.

4.1.3.2. If there are flights in both the Right and Left Door positions, flight leaders are responsible for coordinating with other flights to maintain correct DP order.

4.1.3.3. If there are flights in both the Right and Left Door positions, flight leaders may check in after advancing to the Right or Left Door position with the time the flight arrived in the holding position to make their assigned DP's. Flights will hold as follows:

4.1.3.3.1. Flights arriving from bldg 1486/1488 will wait in position Dorm 1 (Dorm 2, etc) along the walkway near the dining hall pad, as close to the edge of the walkway as possible. As the right or left door becomes available, flight will march into the door position.

4.1.3.3.2. Flights arriving from the bldg 1489, 1491, or PT/drill pad will wait in position PCC 1 (PCC 2, etc) along the walkway leading to the Fitness Center and as close to the edge of the walkway as possible. As Right or Left Door become available, flight will march into the door position.

4.1.3.3.3. Flights arriving from the academic building will wait in position Center 1 (Center 2, etc) along the walkway to the academic building, as close to the edge of the walkway as possible. As Right or Left Door become available, flight will march forward into these positions.

4.1.3.3.4. Flights will eat on the side of the dining facility they entered, unless directed otherwise by staff or the chow monitor.

4.1.3.4. Inclement Weather Dining Facility Procedures. (See Fig. 4.2) During extreme unpredicted weather conditions, such as severe lightning or hail storms, **exercise common sense and safety and enter the dining facility by the most direct means available!**

4.1.3.5. Arriving at the Dining Facility during heavy rain and black flag heat conditions. If there are no flights waiting, flights will enter to the Right Door or Left Door positions. If the Right Door and Left Door positions are filled, flights will march into the center of the overhang and then sidestep toward the door positions. Up to six flights can seek shelter under the overhang if necessary.

4.1.4. The area outside the dining hall will only be called to attention for colonels (O-6) and above. The first student to see one of these officers will call the area to attention, salute the officer(s), and render the greeting of the day. When the officer returns the salute the student will drop their salute and tell the area to carry on "**CARRY ON.**" When other commissioned officers approach, formation leaders will come to attention and call their formations to attention before rendering salutes.

4.1.5. Students will not bring attaché cases and other gear into the dining facility. Only canteens and ponchos may be brought into the dining facility. Students will place their gear neatly on the backs of or underneath their chair. (EXCEPTION: If it is raining during meals and students will be returning to the dorms immediately afterwards, staff may direct them to take their attaché cases or other gear with them to the dining facility.)

4.1.6. Commissioned Officer Training (COT) Guidance. COT dining priorities will be deconflicted with BOT as much as possible. When arriving to breakfast, dinner and weekend meals, they will fall in behind the flight already waiting underneath the overhang. Students in the area will render appropriate customs and courtesies.

4.1.7. All students will refrain from talking in the dining facility except during an emergency, when answering direct questions from senior OTs, staff, or dining facility personnel, or when seated and allowed to engage in conversation based on class status.

4.2. Serving Area Guidance

4.2.1. Upon entering the dining facility form two lines behind the ready line marked on the floor. The person at the ready line remains at attention; all those behind the person at the ready line assume the position of parade rest. Before moving forward, look both ways and then cross the ready line into the serving area. While in the ready or serving lines, do not talk or look around unless addressed by a staff member or dining facility staff. Refer to Figure 4.3 for proper file and direction of movement. Students may pass each other in the serving area if they are not waiting for the same food items. Students must execute proper situational awareness to ensure that they do not run into or obstruct the path of one another while

moving through the dining facility. (NOTE: Students will not square corners while carrying trays, but will square corners in non-carpeted areas if unencumbered.)

4.2.2. If a student wants to use the restroom, they will proceed directly to the restroom once they've entered the dining facility. Upon exiting the restroom, they will go to the back of the line waiting to post into the serving line.

4.2.3. Upon reaching the tray and silverware stand, step forward, execute a facing movement, take a tray and the appropriate silverware and position them on the tray in accordance with Figure 4.4. Do not step forward unless there is room on the serving line for the student to place their tray. Do not perform facing movements while in the serving line. students will side step through the entire serving line.

4.2.4. When using the salad bar and water fountain, students will go to the farthest available serving area in order to minimize backup.

4.2.5. All students will get the appropriate amount of drinking water or Powerade (minimum of three full glasses in the winter months; four full glasses in the summer months of 1 April - 30 September) then side step through the serving line. Upon reaching the register, give the cashier the required information and proceed to the chow shark for direction to the appropriate seat (refer to Figure 4.3).

4.2.6. While moving through the dining facility, students may have to pass others in the serving line, at the cashier, or elsewhere. When doing so, students will alert the other individual to their presence and intent to pass by saying, **"EXCUSE ME, SIR/MA'AM."**

Figure 4.1. Arriving at OTS Dining Facility (Standard Procedures)

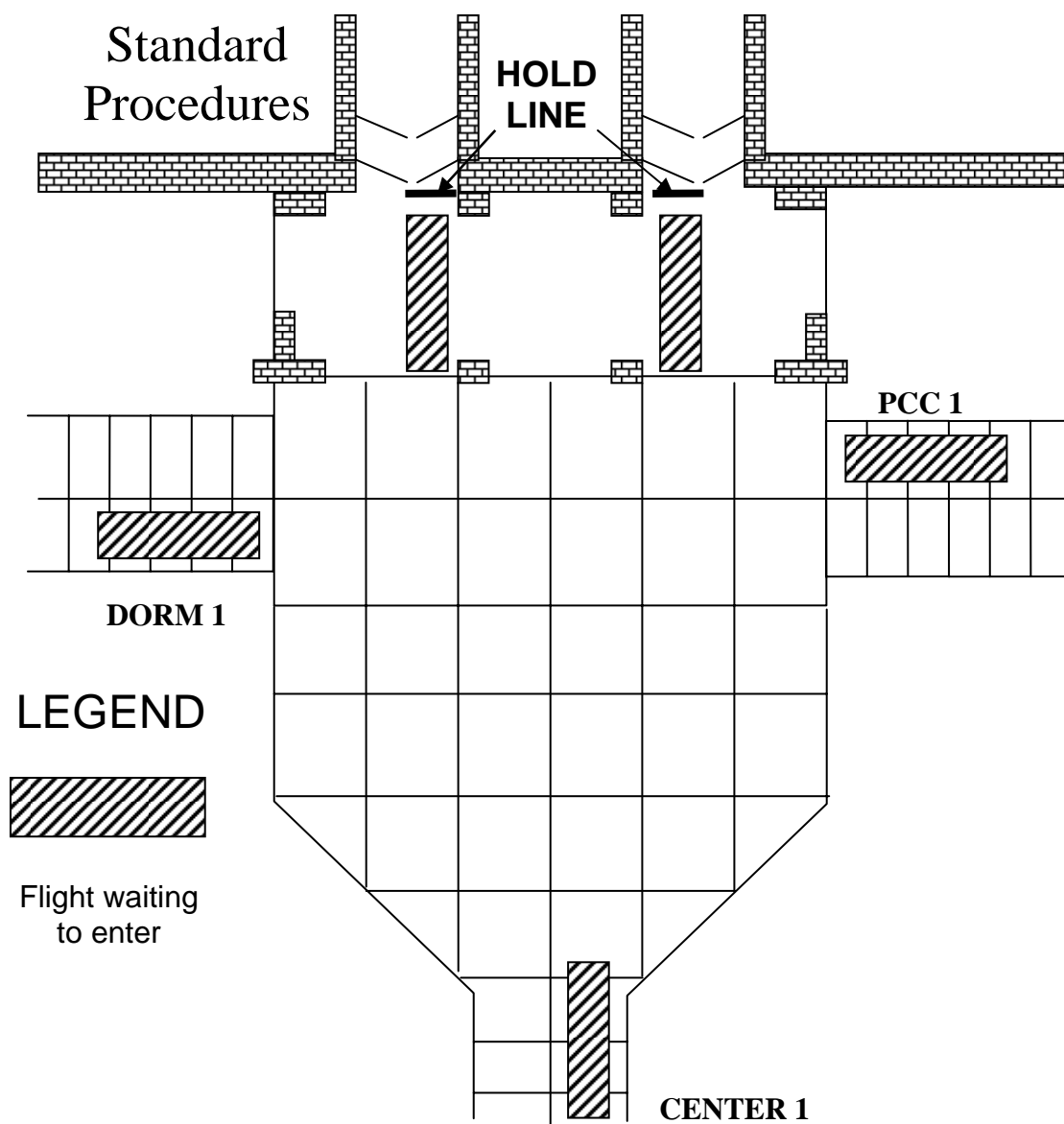


Figure 4.2. Arriving at OTS Dining Facility (Inclement Weather)

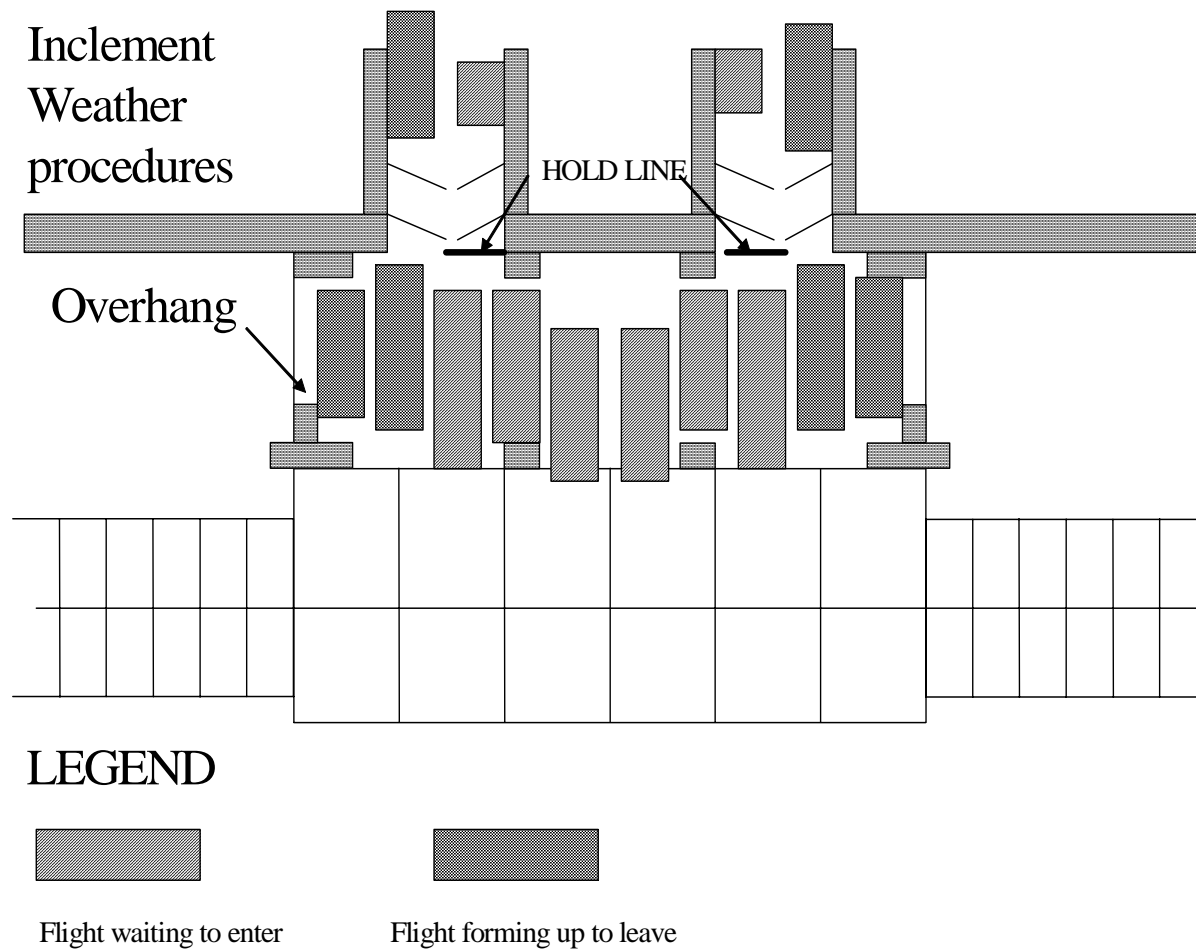
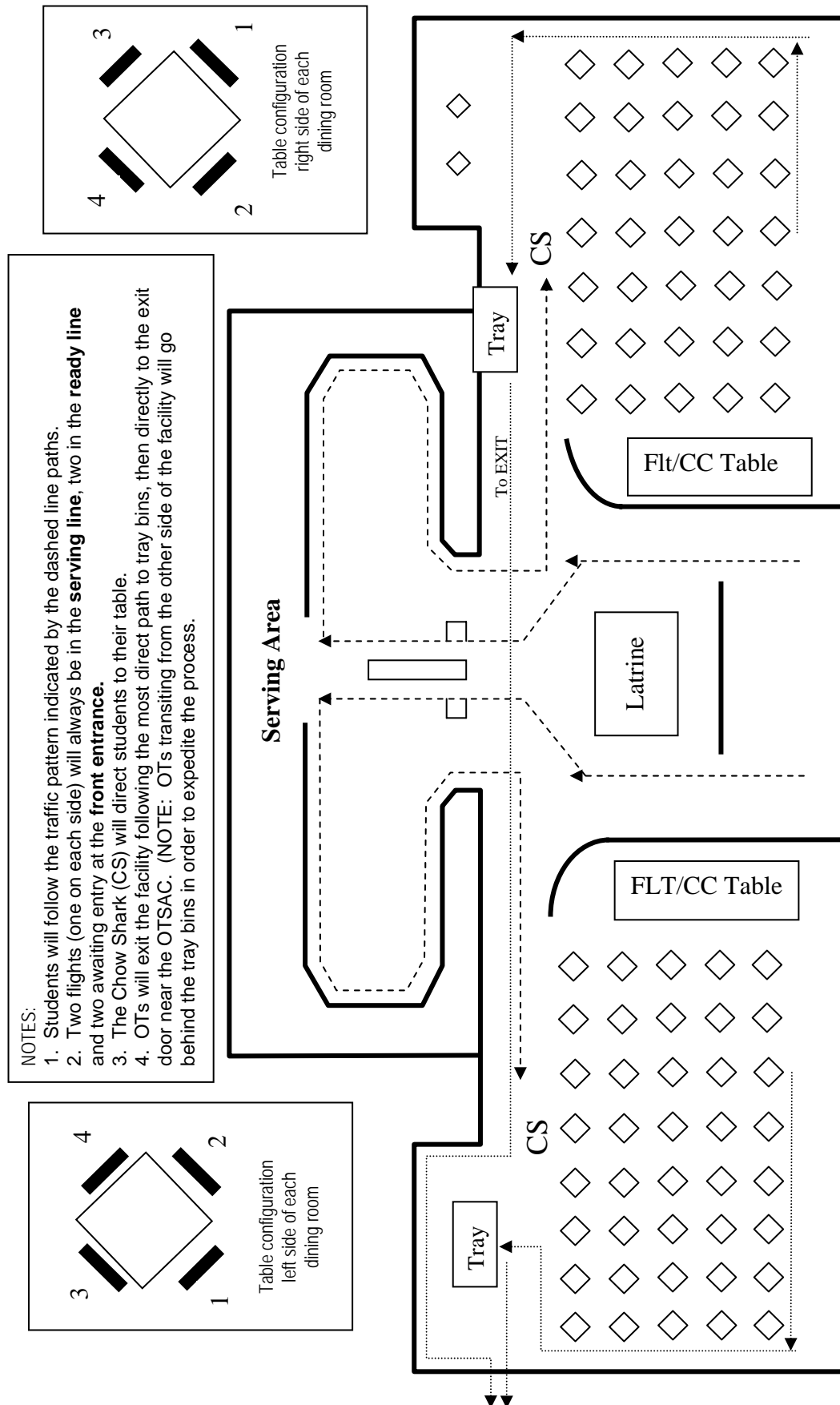


Figure 4.3. OTS Dining Facility (Interior)



4.3. Dining Area Guidance

4.3.1. Chow Shark Procedures. BOT Students will perform chow shark duties. Chow sharks will sign in 15 minutes prior to the first DP. There will be six chow sharks for each meal. Chow sharks are responsible for ensuring all students follow procedures in the dining facility, one chow shark will watch procedures and safety issues related to tray disposal and entering/exiting the dining room and building. One chow shark will correct seating procedures and watch for safety concerns related to seating. Three chow sharks will observe the students eating and correct procedures in the dining rooms in a firm, but quiet tone. These chow sharks will ensure students have proper tray arrangement and grounded utensils (see figure 4.5.). The final chow shark will act as a floater who will rotate in to allow others to eat. Chow sharks will also ensure the tray rack is moved when full. Chow sharks will never leave a post unmanned; there should always be someone in each position. After students have completed their meals, ensure all chairs are pushed in and napkin dispensers/sugars are filled. Sign out when done.

4.3.2. 4th Class Meal Procedures

4.3.2.1. Chow sharks will push two tables together to form one large table. Create two per flight (see figure 4.4). Each of the lower-class flights will be divided between two of these large tables.

4.3.2.2. The lower-class will fill the positions in order of arrival, unless otherwise directed by the LFC/ALFC/TL.

4.3.2.3. The LFC/ALFC/TL will sit first. Once all lower-class students are in position behind their chairs, position 2 will report to ask a question. Once acknowledged, the student will ask, “Sir/Ma’am, OT ____ and members of flight ____ request permission to join you for your meal.” Once acknowledged position 2 will state “Ladies/Gentlemen, be seated.” OT’s will drape their belongings neatly on the back of their chairs. Then, simultaneously OTs will take their seat at the position of modified attention. Even numbered positions will take a napkin and pass to their right and then take for themselves. Position 2 will then state, “A moment of silence for optional prayer”. Once everyone is finished, the ALFC/LFC will say, “OT’s enjoy your meal”.

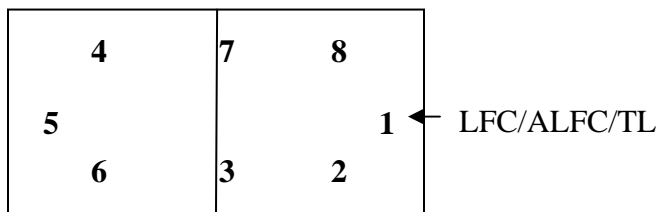
4.3.2.4. During the meal, all tight meal procedures will be observed (see para. 4.3.2) In addition the LFC/ALFC/TL seated at the table will engage the lower-class students in knowledge queries. Lower-class students will not stand to answer, nor sound off. They should finish chewing their food and sit at modified attention and answer the question. Knowledge queries will not cause the meal to exceed 20 minutes and will not be used in excess. Students must be allowed to finish their meals in the allotted time. Limit queries to a maximum of 6.

4.3.2.5. At the conclusion of the meal, position 8 will ask, “Will that be all, Sir/Ma’am?” Upon an affirmative response position 8 will state to the LFC/ALFC/TL, “Sir/Ma’am, all lower-class OTs have finished their meal and request clearance for immediate departure”.

4.3.2.7. Once given permission to leave, position 8 will raise right arm with napkin in closed fist. Other flight members will follow his/her lead. Once all flight members are ready, they will simultaneously release napkin onto tray.

4.3.2.8. Students sitting in an even numbered position will collect the items off the tray of the student in the position to their left. They will place the empty tray under their own tray, rise, and come to the position of attention behind their chairs. Students sitting in position 3, 5, and 7 will ensure the table is clean. Position 3 and 5 will lift the napkin holder(s), while position 7 wipes the table clean. When complete, place the used napkins on the tray to your right. When all students are finished with their detail and standing at attention, the students in the even numbered positions will proceed in an orderly fashion to the tray rack, place the trays in the rack, then proceed outside to line up in flight formation. The students in the odd numbered positions will simply proceed outside and line up in flight formation with the guide retrieving the guidon.

Figure 4.4. 4th Class Table Set-up



4.3.3. Tight Meals.

4.3.3.1. Tight meals are designed to instill self-discipline, a sense of military bearing and individual attention to detail. Tight meals include no talking or looking around. All students start eating tight meals beginning with their arrival and end eating tight meals as described in this section. The following guidelines apply whether or not a student is eating. Tight meals, by definition, include sitting at the position of modified attention. Modified attention will be slightly modified for dining hall procedures only: students will be able to use the entire chair surface to sit on.

4.3.3.2. Sit at attention with back straight and shoulders squared. Do not rest against the chair back. Do not place elbows on the table or chair arms. If leaning forward is needed to prevent spilling food, bend forward slightly from the waist, but do not relax the position of attention.

4.3.3.3. Students will not talk to each other at the table during a tight meal. Students can answer questions directed at them by staff or dining facility personnel.

4.3.3.4. Upon achieving third-class status, breakfast and lunch remain tight meals, but third-class students may talk softly while eating dinner. Talking is only allowed at your individual table. Chow sharks will ensure discussions are only loud enough to be heard at a table to keep the overall volume at a reasonable level.

4.3.3.5. Second class and above students have NO tight meals. They must still ground their trays and utensils, but may sit in a relaxed position and speak softly. Maintain an appropriate volume level by following the guidance in paragraph 4.3.6.

4.3.4. BOT students will start at the tables farthest from the staff table and COT students will start at the tables closest to the staff table. When filling appropriate spots at a table, start with the lowest number as indicated in Figure 4.3. Approach a table, ground the meal tray to the front edge of the table and assume the position of attention. Remain at attention until the table is filled or a reasonable amount of time (10 seconds) has passed and then take a seat.

4.3.5. Students will arrange their trays according to Figure 4.4 prior to eating. Furthermore, they will obey all table etiquette to include the proper grounding of silverware while eating (Figure 4.5).

Figure 4.5. Tray Arrangement

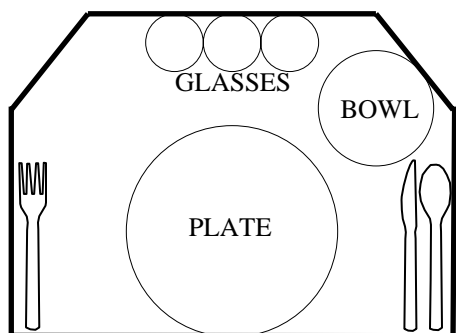
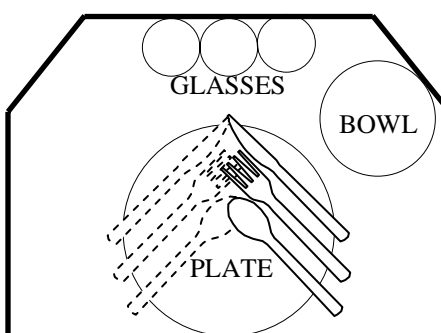


Figure 4.5. Grounded Utensils



4.3.6. Students will center and ground the main dish to the long side of the tray (facing the student). Furthermore, students will center and ground all glasses at the far side of the tray away from the student (students may have more than three glasses per sitting). In addition, students will center (if possible) and ground bowls to the oblique angles of the tray. If using more than one bowl, students may ground them to both oblique angles. During the meal, when students lay their utensils down, they will properly ground them in accordance with Figure 4.5. To ground silverware, simply place the utensil on the left or right (for left- and right-handed eaters) at an angle commensurate with the 12 and 3 o'clock, or 12 and 9 o'clock positions on the plate.

4.3.7. If addressed by a staff member, students will finish swallowing, rise to the position of attention, and respond appropriately.

4.3.8. Students will have up to 20 minutes to eat their meal from the time the last person for their table sits down. However, students cannot use this as a reason for missing a scheduled event. 20 minutes is a maximum and not a time to shoot for. Students should make every effort to eat and leave the dining facility as quick as possible. Students may sometimes have to rush in order to remain on schedule.

4.3.9. TVs will always be set to a news channel or, if desired during bad weather, the Weather Channel (channel 9).

4.3.10. All students will fill tables on the side they entered the building (unless told otherwise). If possible, leave an empty row of tables between the filled tables and the staff tables. Individual tables are filled in accordance with Figure 4.3. Students will sit with members of their respective class and school (upper or lower and BOT or COT). Under no circumstances will these classes/schools mix at tables.

4.3.11. Leaving the Table

4.3.11.1. Students may leave their table to get additional food or drink. To leave the table, ground the chair to the edge of the table, come to attention and proceed to the serving line (refer to Figure 4.3 for exit routes). Upon returning to the table, place food/drink on the table, come to attention and sit down.

4.3.11.2. Once everyone at the table has finished eating, trays will be carried to the cabinets by stacking two when possible. If there are three students, one student will carry his/her own tray. If a student is unable to carry the tray due to restrictions, the other students will make the appropriate adjustments to carry the tray. Stand and ground the chairs to the right side of the table and then momentarily assume the position of attention. Position 1 will proceed to the tray cabinet. Position 3 will lift the napkin holder while Position 2 wipes down the table. Position 4 will wait to collect any waste left over from cleaning and then proceed to the tray cabinet. After complete position duties, proceed to the exit in a military manner. (NOTE: Do not remove food from the dining facility without pre-coordinated Flt/CC permission [e.g. religious, medical reasons] or as part of official duties [e.g. to pick up boxed meals for OTs on quarters].)

4.4. Departing the Dining Facility

4.4.1. If students have their coats on the backs of their chairs, the items will need to be worn properly before leaving the table. Headgear will be worn when exiting the building.

4.4.2. BOT flights will exit the dining facility from the left side door (OTSAC side of the building) near the tray cabinets and march directly to the area near the flag pole. COT will exit on the right side and form up along the sidewalk leading from the dorms. In higher FPCONs, when the side door is not available for use, flights will exit the dining facility through the front door on the side they entered, or as directed by the chow sharks.

4.4.3. Form up in line formation in the designated area and wait for the rest of the flight to form up. The guide will proceed to the front of the dining facility to retrieve the guidon and then fall in appropriately with the flight. As soon as all the members have joined the flight, the flight leader will march the flight to the next scheduled activity.

4.4.4. Departing the Dining Facility during heavy rain. Flights will form up under the overhang on the side where they ate. Up to two flights can form up under the overhang on each side, depending on weather conditions. Two additional flights can form up in the hallways inside the dining facility if necessary.

4.4.5. If there is lightning within five miles, students will not form up into flights. They will proceed directly from the Dining Facility to the academic building or dorm as appropriate. Flights will leave their guidons at the dining facility.

4.4.6. Flights will not depart the dining facility during hail storms and severe winds unless directed to do so by OTS commissioned staff. Flights will wait for the “all clear” from commissioned staff before exiting the dining facility during these circumstances.

4.4.7. Crossing the Blue Line. The Blue Line painted outside the Dining Facility provides a daily reminder for students of the ceremony performed on arrival and their personal commitment to our nation, service, unit, and themselves. **Do not step on the Blue Line at any time.**

4.4.7.1. Exit the Dining Facility or OTSAC and march as an individual or in details of two. (Details of three or four may not be used since the detail must be just one rank deep when crossing the Blue Line.)

4.4.7.2. March up to the Blue Line and halt just before crossing. When marching as a detail of two, the detail leader will call “**DETAIL HALT**” as needed to stop just in front of the Blue Line.

4.4.7.3. While halted at the position of attention, each student will quickly recite the Honor Code (silently), consider the Core Values, and think about why they want to be an officer.

4.4.7.4. After this short pause (4-5 seconds), students will step across the Blue Line and continue forward. Detail leaders will use the command of “**FORWARD MARCH**” while individuals step across silently.

Chapter 5

HEALTH, FITNESS AND WELFARE

5.1. Student Weight Standards. All students will receive a height and weight check during initial processing by the 22 TRSS staff. Students that do not meet body mass index (BMI) standards, will be given a body fat test. BOT Students who are not within the limits in AFI 10-248, *Fitness Program*, will be disenrolled/returned to duty station.

5.2. Physical Training (PT). OTS uses PT to help students improve their physical fitness level and prepare for the PFA. Any student failing s PFD/PFA or placed on an extended medical waiver will report to the PT staff. The PT staff will coordinate with the student to establish a workout routine.

5.3. Physical Training Class

5.3.1. Opening Class Formations. Fall in by flight and by squadron. Form up in column formation, without a guide. The class will form up with each squadron facing their squadron PT leader. The squadrons are arranged in number order as directed by the PCI staff during the initial PT lessons in Week 1. Prior to the start of the PT session, students will ground their gear (caps, nametags, canteens, web belts and field jackets). The gear will be standardized and grounded in straight lines. Spacing will be double arms length apart on each side and to the front and rear. The Student Wing Fitness Officer ensures the wing is at parade rest and prepared for the PT session prior to but not later than 0515.

5.3.2. Reporting Procedures. The Student Wing Fitness Officer initiates by commanding "GROUP". The squadron PT leaders will command "SQUADRON", followed by the Wing Fitness Officer's command "ATTENTION". Starting with Squadron 1, each PT leader will salute the Wing Fitness Officer and say "Ma'am/Sir, Squadron (#) is ready for instruction." The Wing Fitness Officer gives instructions to students on medical waivers or that need to seek medical attention to fall-out behind him or her.

5.3.3. Class Procedures. The Student Wing Fitness Officer commands "I am the center, FACE THE CENTER, FACE." The Wing Fitness Officer begins each exercise by commanding "READY". The entire class will respond with "TEAM". The Wing Fitness Officer then commands "EXERCISE". The Wing Fitness Officer terminates each **individual** exercise by commanding "RELAX". Each **set of exercises** will be terminated by commanding "RECOVER" at which time the entire class will respond with "OTS!".

5.3.3. Closing Class Formations. Fall in by flight and squadron. The Student Wing Fitness Officer will ensure everyone has put on their equipment and the formation is at attention. Then a member of the PCI staff will dismiss the entire formation.

5.3.4. Students will not leave PT early for details. If a student has a duty conflict, they must obtain permission from their Flt/CC or SS/CC and will not report to PT that day. If the

Flt/CC is not available, the OPS/CC or higher authority in the Student Wing may grant permission, but the Flt/CC or SS/CC must be notified at the first opportunity.

5.4. Physical Conditioning Facilities (PCF) and Athletic Equipment Use

5.4.1. The OTS PCF includes the OTS Physical Conditioning Center (PCC) and the 1/4-mile track.

5.4.2. Most OTS facilities are reserved for student use.

5.4.3. The Maxwell Health and Wellness Center (HAWC) schedules the OTS track. If the track is needed beyond what the 22 TRSS reserves, coordination with the HAWC must occur.

5.4.4. The 22 TRSS staff must approve all requests to reserve the OTS PCC or PFA area.

5.4.5. Students who need to check-out any equipment must see the PT Staff during duty hours and the Charge of Quarters (CQ) during non-duty hours (for flickerballs only).

5.4.6. Students must completely fill out an AF IMT 1297, **Temporary Issue Receipt**, before equipment will be issued.

5.5. Control and Supervision

5.5.1. 22 TRSS is responsible for control and supervision of all facility activities during normal duty hours.

5.5.2. Students may use the OTS PCC during any free time. Students who wish to use the PCC during SMT that is not specifically scheduled for PT must receive Flt/CC authorization.

5.6. General Operating Rules

5.6.1. Students will be in full PT uniform when using any PT facility. Shirts must be worn, and sleeves will not be rolled up.

5.6.2. Users will bring broken or deteriorated equipment or facilities to the attention of the PT staff or available OTS staff.

5.7. Safety

5.7.1. AETC IMT 435, **Mishap Data Worksheet**. All student appointments/visits to the hospital or clinic due to injury, not illness, (either on or off duty) require completion of the AETC IMT 435. The form also needs to be submitted anytime a student is involved in a vehicle accident on or off base. The forms do not have to be completed for follow-up appointments unless a procedure will be done that results in more time lost from training.

5.7.2. The flight safety leader will complete the AETC IMT 435 and pass it to their Flt/CC. A verbal report is required within 24 hours of the incident and the completed AETC IMT 435 within 5 days.

5.8. Canteen Use

5.8.1. Students will wear their canteens:

5.8.1.1. To all physical conditioning classes (may be removed when actually exercising).

5.8.1.2. Outside at all times during field leadership events, AEF, and drill.

5.8.1.3. At all times while in fourth-class status and otherwise designated. Canteens do not have to be worn in the flight room, in the dining facility, or in the dormitory. When not worn, the web belt and canteen will be placed on the back of the student's chair.

5.8.2. Ranger Rope

5.8.2.1. To ensure proper hydration all students will utilize their Ranger Ropes to record the amount of fluids they have consumed.

5.8.2.2. Students will tie one knot in their Ranger Rope for each of the following events:

5.8.2.2.1. After they drink 3 glasses of water or Powerade.

5.8.2.2.2. After they drink a quarter of a large (2 Quart), or half of a small (1 Quart), canteen.

5.8.2.3. Students will remove all knots from their Ranger Ropes after lunch and at lights out.

5.9. Wet Bulb Globe Temperature (WBGT) Monitoring. The Operation Control Center (OCC), passes WBGT status to the training squadrons. The WBGT indicator is placed on all building entrances/exits, as well as posting a colored flag on the flagpole located in the center of the OTS campus. There are 3 flag locations to display the current WBGT conditions on Maxwell AFB: OTS Dining facility; Base Fitness Center; and the Ritchey Center (only during field operations by Squadron Officer College).

5.9.1. Acclimation. Acclimation is a term used to address the period of adjustment an individual's body requires to become accustomed to hot environments, per AETCI 48-101. Full acclimatization occurs through progressive degrees of heat exposure and physical exertion. All students will be considered non-acclimated for the first 15 calendar days. Personnel on or after 16 calendar days on station should be considered acclimated.

5.9.2. All students will carry the OTS Visual Aid 40-1, Heat Stress Card, between 15 April and 30 September.

5.9.3. Flag Conditions/Wet Bulb Globe Temperature.

5.9.3.1. White Flag. When the white flag is raised, the following applies:

5.9.3.1.1. Non-acclimated: Extreme physical exertion may cause exhaustion. Use caution while conducting physical conditioning.

5.9.3.1.2. Acclimated: Normal activity.

5.9.3.2. Green Flag. When the green flag is raised, the following applies:

5.9.3.2.1. Non-acclimated: Use discretion in planning intense physical activity. Provide constant supervision.

5.9.3.2.2. Acclimated: Normal activity.

5.9.3.3. Yellow Flag. When the yellow flag is raised, the following applies:

5.9.3.3.1. Non-acclimated: Curtail strenuous exercises. Outdoor classes involving physical exertion cancelled. Provide constant supervision. At ease march.

5.9.3.3.2. Acclimated: Exercise caution when participating in outdoor physical activities. Curtail outside work details and include a 10-minute rest break every half hour. The break should be in the shade with water provided. Provide constant supervision. March in standard cadence.

5.9.3.4. Red Flag. When the red flag is raised, the following applies:

5.9.3.4.1. Non-acclimated: Cancel all outdoor activities. March at ease.

5.9.3.4.2. Acclimated: Curtail outdoor activities by using the following: For moderate exertion, work 30 minutes and rest 30 minutes. For hard exertion, work 20 minutes and rest 40 minutes. Provide constant supervision. March at ease (troop movement must not exceed 15 minutes, departure and arrival locations must be climate-controlled, and monitoring for heat-related injuries must be continued).

5.9.3.5. Black Flag. When the black flag is raised, the following applies:

5.9.3.5.1. Non-acclimated: Terminate all outdoor activities.

5.9.3.5.2. Acclimated: Terminate all outdoor activities.

5.9.3.5.3. During black flag conditions troops will march at ease.

5.9.3.6. See Attachment 6 for Training Requirements For Hot Environments chart.

5.10. Heat Stress Disorders

5.10.1. Symptoms of Heat Stress Disorder. A heat stress disorder may be indicated by one or more of the following symptoms: weakness, nausea, dizziness, fever, faintness, profuse or decreased sweating, convulsions, lack of coordination, mental confusion, unconsciousness and abdominal or leg cramps. Personnel most susceptible to heat stress disorders are new arrivals from cooler zones and those who are poorly conditioned, have respiratory infection, were recently inoculated, or have heat rash.

5.11.2. Actions required. When one or more of these symptoms are present, immediately call an ambulance. If necessary, use a privately owned vehicle (POV) or stop a passing motorist and transport the individual to the nearest medical facility. As soon as possible, notify squadron leadership (DO or CC) and IDMTs (when on campus) and SDO if applicable.

5.10.3. Preventive Measures for Heat Stress Disorders. Students should limit their intake of heavy foods, maintain a high standard of personal hygiene and increase their water intake before field events, parade practices and at meals during warm weather.

5.11. Emergency Procedures

5.11.1. Notifications. Specific procedures are posted in the Academic Building and the dorms. Warnings and alerts in the academic building will be provided by OCC through the intercom system. Warnings and alerts in the dorms will be made by the CQs. The OCC (or bldg 1486 CQ during non-duty hours) is responsible for running all appropriate checklists. Accountability is the primary concern once evacuated. Procedures for Fire, Gas Leak and Tornado are listed below. When emergency procedures are required away from campus (i.e. flickerball operation fields, BLUE THUNDER site, Project X/LRC, etc.) the senior staff member will direct staff and students of appropriate actions to take, depending on the situation.

5.11.2. Fire Evacuation. The individual discovering the fire will activate the nearest fire alarm, proceed to the OCC (or bldg 1486 CQ during non-duty hours) to pass fire location/severity then proceed to the collection point for accountability with their flight.

5.11.2.1. Dorms. Students will evacuate the dorm through the nearest exit, while announcing loudly, “fire, fire, fire.” Evacuate the dorm quickly and orderly. Students should wear a hard sole shoe and wrap a blanket around themselves for nighttime evacuations or as needed. Once outside, stay clear of the building and proceed directly to the collection point on the campus drill pad by the flagpole. Student Wing leadership will gain immediate accountability for their respective school and pass information to OCC/CQ.

5.11.2.2. Academic Building. Students will evacuate the building through the nearest exit. Once outside, stay clear of the building and proceed directly to the collection point

on the campus drill pad by the flagpole. Student Wing leadership will gain immediate accountability for their respective school.

5.11.2.3. PCC or Dining Facility. Students will evacuate the building through the nearest exit. Once outside, stay clear of the building and proceed directly to the collection point on the campus drill pad by the flagpole. Student Wing leadership will gain immediate accountability for their respective school. After accountability has been taken and all are confirmed out of the building, proceed to the respective flight rooms in the Academic Building (during duty hours) or dorm rooms (after duty hours.)

5.11.3. Gas Leak Evacuation. The individual discovering the gas leak will activate the nearest fire alarm, proceed to the OCC (or CQ during non-duty hours) to alert them of the gas leak and proceed to the collection point for accountability with their flight. A gas leak evacuation procedures mirror fire evacuation procedures.

5.11.3.1. Dorms. Students will evacuate the dorm through the nearest exit, while announcing loudly, “gas, gas, gas!” Evacuate the dorm quickly and orderly. Students should wear a hard sole shoe and wrap a blanket around themselves for nighttime evacuations or as needed. Once outside, stay clear of the building and proceed directly to the collection point on the campus drill pad by the flagpole. Student Wing leadership will gain immediate accountability for their respective school and pass information to OCC/CQ.

5.11.3.2. Academic Building. Follow the same procedures as those for the dorm, alerting OCC instead of CQ. Once accountability has been confirmed at the campus drill pad by the flagpole the senior staff member present will provide further direction.

5.11.3.3. PCC or Dining Facility. Same procedures as above. To ensure a safe distance, quickly assemble at the collection point on the campus drill pad by the flagpole. After accountability has been taken and all are confirmed out of the building, proceed to the respective flight rooms in the Academic Building (during duty hours) or dorm rooms (after duty hours.)

5.11.4. Evacuation Procedure during Severe Weather. When an evacuation must occur during severe weather (thunderstorms, lightning within five miles, freezing precipitation, wind chill of 32 or less, high winds, heavy rain or hail) or when directed by OTS commissioned staff, follow these procedures:

5.11.4.1. Dorms. BOT OTs proceed to OTS Large Auditorium and COT students proceed to OTS Small Auditorium for accountability; OCC/CQ will unlock large glass rear doors of Academic Building for entry after evacuation. A commissioned staff member will proceed to Academic Building and ensure student accountability; Students may be released to respective flight rooms after accountability at the discretion of the commissioned staff.

5.11.4.2. Academic Building. Students proceed to their respective dorm rooms for accountability. OTS Staff will proceed to dorm day rooms and gain accountability.

5.11.4.3. PCC/Dining Facility. Students proceed to their respective flight rooms in Academic Building for accountability.

5.11.5. Tornado. At the alert of a tornado, move to your evacuation location with a sense of urgency. Pass by any windows as quickly as possible. BOT, COT and upper/lower classes are not segregated during this type of emergency! Do not attempt accountability until the danger is over and the ALL CLEAR has sounded.

5.11.5.1. Dorms. At the alert of a tornado, all residents will proceed orderly and safely to first floor closets, a maximum of three students per closet. Once the closets are full, overflow students will fill first floor bathrooms.

5.11.5.2. Academic Building.

5.11.5.2.1. At the alert of a tornado, students in the flight rooms above the OTS Small auditorium need to evacuate to the hallways directly below them. Personnel in OTS Small will also evacuate to the hallway behind it. Move with a sense of urgency. Pass by glass windows as quickly as possible. Shut hallway doors behind you, once downstairs. If the hallways fill up, move quickly to the other side of 1487 as directed by staff.

5.11.5.2.2. At the alert of a tornado, students in the first floor flight rooms near the OTS Large Auditorium will fill the interior first floor flight rooms and take cover. Students in the second floor flight rooms near OTS Large and those in the auditorium will proceed to the flight rooms and hallways directly below them. Use back and side stairwells to avoid glass areas and continue to fill the interior flight rooms and take cover. Once the interior rooms are full, overflow students will fill the hallways and stay toward the interior walls.

5.11.5.2.3. At the alert of a tornado, students in flight rooms on the second floor of the COT annex will proceed to the interior first floor rooms and take cover. Students in the first floor exterior flight rooms will move to the interior rooms and take cover. Once the interior rooms are full, overflow students will fill the hallways and stay toward the interior walls.

5.11.5.3. PCC. At the alert of a tornado, move to restrooms or any other interior portion of the building, such as shower area.

5.11.5.4. Dining Facility. At the alert of a tornado, move to the inner most area of the building, near the serving line areas and take cover.

5.12. Wind Chill Factor. The wind chill factor and ambient temperature are monitored by the PT staff, Course Director (CD) for the class, or OCC. If the temperature is equal to or below 25 degrees Fahrenheit (as reported by Base Weather), all PT activity will be canceled. If the wind chill or ambient temperature is equal to or below 32 degrees Fahrenheit (as reported by Base Weather), all other outdoor activities will be canceled.

5.13. Use of Tobacco Products. Smoking, or the use of any tobacco products, is not allowed at any time on the OTS campus by either staff students, or guests. Students will not use or possess tobacco products at any time while enrolled in OTS to include while away from campus due to privileges or holiday break. Additionally, all students will ensure their guests are aware of, and comply with, the OTS tobacco use guidance.

5.14. Storage of Hazardous Materials (HAZMAT). HAZMAT will not be stored by students on the OTS campus. Due to safety considerations, for the purpose of this prohibition, paint is considered HAZMAT. In addition, students will adhere to all labeled warnings and hazards when considering whether or not to store HAZMAT in their cars, as such storage may create an explosive hazard. If paint is required, it must be purchased just prior to use and disposed of properly and immediately after use. To dispose of paint properly, the storage container must be completely empty before being placed in a trash receptacle. Excess HAZMAT will be reported immediately through the student wing.

Chapter 6

MEDICAL CARE

6.1. Sick Call. The OTS Medical Aid Station can provide care for any student that feels they have a need to go to sick call for medical or dental reasons. 22 TRSS Independent Duty Medical Technicians (IDMT) will provide care for students and direct them to the base military treatment facility (MTF) as needed. During the duty hours posted on the IDMT office door, students will first report to OCC, sign in, then proceed to the sick call area located on the first floor of bldg 1487. Report in a duty uniform (PT, BDUs or blues). OCC will coordinate transportation to the Maxwell AFB MTF.

6.2. Routine Care. Routine outpatient care is by appointment only. Arrange all medical appointments through the IDMTs after notifying your Flt/CC. Notify your Flt/CC of all scheduled appointment times, potential impact on your duty status, any duty limitations, and estimated return times.

6.3. Emergency Treatment. If a student requires emergency care for a threat to life, limb or eyesight (e.g., chest pain, severe bleeding, convulsions, etc.), call 911 or seek medical care at the nearest emergency room if off-base. Ensure the OCC, 953-9675 or SDO, 462-4411 is notified of the situation as soon as possible. Students must report to OTS sick call the following duty day and personally notify an IDMT of their medical status.

6.4. Students Placed on Quarters. Students who are placed on quarters must notify the IDMTs, OCC and their owning Flt/CC immediately prior to proceeding to their dorm rooms. Flight members will be responsible for bringing them meals.

6.5. Departing From Campus. In order to ensure 100% accountability, students will contact someone in their chain of command (either in person or by phone) before departing campus to seek medical care. They will then sign out at OCC or CQ and keep their chain informed of any changes in their status (e.g. being sent from the clinic to an off-base hospital). If the individual is unable to do sign out and notify their chain personally (due to incapacitation, for example), a classmate or staff member will do these things on the student's behalf. Students will inform IDMTs of changes to their medical status as soon as practical but NLT the following duty day.

6.6. Transportation. Transportation to the appropriate medical facility during duty hours will be by base taxi service. If a student needs medical attention after clinic hours that does not involve threat to life, limb or eyesight, call the OCC and the SDO. Students will also sign-out on their Charge of Quarters (CQ) log. If circumstances make signing out impractical, students must call the CQ and sign-out by telephone at the earliest opportunity. Students will inform the CQ of their status, estimated return time and will sign back in upon return. If necessary, the student or Assistant Charge of Quarters (ACQ) will arrange base taxi service or locate an escort to provide transportation by POV. If possible, the escort should be another class member (upper-class OT for BOT) of the same gender familiar with the route to the off-base hospital. (Maps are located in the OCC). The escort will stay with the ill/injured student until a commissioned staff member arrives.

6.7. Medical Waivers. Students will present a copy of the AF IMT 422, **Physical Profile Serial Report**, to the IDMTs and their Flt/CC as soon as possible. Students will follow the physician's instructions stated on the form until expiration. Unless renewed or revoked earlier, the profile period automatically expires on the date stated. Disregarding these instructions is considered disobeying a direct order and may cause the student to be liable for further injuries. The medical provider will fill in the form, and the student will provide a copy of the form to their Flt/CC upon return to campus.

6.8. Unsafe Conditions and Undiagnosed Injury or Illness. Whenever a student observes an unsafe condition or any injury or illness that may require further medical attention, the student is obligated to cease any activity and request the assistance or assessment of an OTS staff member. Students will not "tough it out" or risk further injury if they have a suspected or undiagnosed injury or illness. For example, students will not continue with drill, field leadership activities, or the confidence course if they have a slight sprain. Conditions can rapidly worsen, cause further injury and lead to fatigue or dehydration or worse.

Chapter 7

PRIVILEGE AND LEAVE SYSTEM

7.1. Goals and Responsibilities

7.1.1. Privilege System. The goals of the privilege system are: 1) provide a means to measure students' ability to acquire and apply fundamental officer qualities; 2) provide a foundation for feedback to ensure students are afforded every opportunity to develop as future officers; and, 3) provide a framework on which students are rated against United States Air Force and Officer Training School (OTS) standards. Based on performance and development, a privilege system affords students a brief respite during the rigorous training program at different stages of class status.

7.1.2. Leave System. OTS allows students to take short periods of time away from training to deal with and remedy emergencies as defined in AFI 36-3003 Military Leave Program Tables 3 and 4 (e.g. death or life threatening condition in immediate family). The Flt/CC in coordination with the SS/CC and owning squadron commander may approve a student's leave. Advance leave and emergency leave must be approved by the squadron commander.

7.1.3. During the annual December/January holiday break, students may take ordinary or advance leave in accordance with AFI 36-3003 and OTS holiday policy. Students remaining at OTS will follow the duty schedule and requirements of the OTS holiday policy. Students eliminated from training prior to accruing the advanced leave balance are liable to the USAF for the cost of the advance.

7.1.4. Procedures for students to fill out leave paperwork will be determined and briefed by the squadron registrar prior to the annual holiday break.

7.1.5. Reserve students will coordinate leave with their home units for emergency and holiday leave with the help of the squadron staff.

7.1.6. 23 TRS/DO and 24 TRS/DO (for their respective squadrons) are responsible for the provisions of this instruction and will meet periodically with the student wing Commander to discuss pertinent issues relating to the privilege and leave systems.

7.2. AETC IMT 341 and Issuing and Receiving Merits/Demerits

7.2.1. All students, from TD-1 until graduation, will carry with them at least two AETC IMT 341, **Excellence/Discrepancy Report**, filled in with their name, grade, organization, class and squadron/flight, unless they are in the dormitory. This requirement exists regardless of whether the student is on or off base, in or out of uniform. Students are not required to carry AETC IMTs 341 when proceeding to, or participating in PT activities or field leadership events requiring PT uniform only. OTS permanent party personnel noticing behavior well above or well below standards may request an AETC IMT 341 from the student.

7.2.2. In BOT, any upper-class OT can order a lower-class OT to provide an AETC IMT 341. COT students in key positions of the student wing can order other COT students to provide an AETC IMT 341.

7.2.3. Demerits. Demerits will be issued only in BOT, starting TD-4, unless directed otherwise by the 24 TRS/DO. Members of the OTS Staff may issue demerits to any BOT student IAW Attachment 2. LFCs, ALFCs, training leaders (TLs), UFCs, and OPS/CCs may issue demerits to any student within the scope of their authority. When giving a demerit, promptly address and correct the improper behavior. The violator will listen to the feedback and properly record the action for formal report at the end of the privilege week (integrity is a KEY issue here). If the issuer chooses, they may use the AETC IMT 341 to document the behavior for the student.

7.2.4. Merits. Merits may be given to students students IAW Attachment 2. Merits can be given by anyone authorized to give demerits but must be based on achievement above the normal course of duties (i.e. merits are not given when students “just do something right”).

7.2.5. Attach all AETC IMTs 341 to the applicable student’s Weekly Merit/Demerit Summary sheet.

7.2.6. Reporting and Documenting Merits/Demerits. All students will informally document the number of merits/demerits earned in the reporting week. Every Thursday, each student will submit an individual Weekly Merit/Demerit Summary stating why each demerit/merit was given, by whom the demerit/merit was given and the date. In addition, each flight will submit a Flight Weekly Performance Report to their Flt/CC. This report will detail the number of merits/demerits accrued. Flt/CCs will use the data as a means of developing formal performance feedback and evaluations. Reports that would normally be due during AEF or a week cut short by a holiday (e.g. Thanksgiving) will be turned in the morning of the last duty day prior to departure or the holiday. (NOTE: Sample reports are available on the OT Brain.)

7.2.7. Reporting Week. The period of time that students accrue merits and demerits. It begins on Wednesday at 1700 and ends the following Wednesday at 1659.

7.3. Remedial Training. If a student is having problems meeting OTS standards in a particular area, Flt/CCs can assign remedial training to aid the student in working on their problem areas. The training **MUST** be tied to the problem at hand. The student will complete a memorandum explaining what actions they took during their remedial training time to meet OTS standards. Remedial training may include academic study and research, dormitory maintenance, drill, uniform preparation and physical fitness. SS/CCs should provide basic approved plans for common types of remedial training for Flt/CCs to issue as needed. Remedial training should not be used as mass punishment to campus students or flights. If camping is necessary due to a gross deviation in standards, the owning SS/CC must approve with appropriate remedial training to correct the deficiency.

7.4. Determining Class Status and Privilege Level

7.4.1. Weekend/Holiday Privileges. The last Flight Weekly Performance Report submitted to the Flt/CC before the privilege period in question begins will determine the privileges earned. (EXCEPTION: IAW *3d Lt /1st class Privileges* section below, students may exercise 3d Lt/1st class privileges immediately upon being given this status.)

7.4.2. Student squadron commanders (SS/CC) may adjust a student's privilege status. Privilege status may be adjusted up one level (within the range the student was eligible to earn), or down as far as Campus. Additionally, SS/CCs may grant passes of a limited duration to accommodate a student's need to attend a specific event. All privilege status changes or exceptions must be documented by the SS/CC with a memorandum for record and filed in the training record.

7.4.3. This policy should not be construed as allowing general upgrading of students to off-base privileges when they would not otherwise be eligible to earn them (i.e. fourth- and third-class status). It is merely recognizing the fact that there are occasionally extraordinary circumstances that would justify the granting of off-base privileges to a fourth- or third-class student.

7.4.4. Privilege Period and Class Status. The period of time students exercise earned privileges is based on their class status. Privileges for BOT students begin at 1300 on Saturday and conclude at 1700 on Sunday. Privileges for COT students begin at the end of the academic day. The approximate time frame during which students are eligible to earn each privilege level are described in Table 7.1.

Table 7.1. Privilege Status.				
Privilege Level Earned				
Class Status	Privilege	BOT Week²	COT Week²	
Fourth	Campus	1-4	N/A	
Third	Maxwell	5-6	1	
Second	Off-Base	7-11	2-4	
3d Lt/First ¹	Off-Base	12	5	

Note 1: 3d Lt/First class status students will exercise privileges IAW *3d Lt/First Class Privileges* section.

Note 2: Week numbers are a guideline and class status may change earlier or later than indicated.

7.5. BOT Bridging to Blues

7.5.1. On or about TD 18 there will be a Bridging to Blues Ceremony to transition OTs from the BDU to the service uniform provided the class has achieved: 90% or higher pass rate on PFD #1; 90% or higher pass rate on CWT #1; and no more than 10% of the class on the SMS program (unrelated to PFD or CWT failure). If these standards are not met, the wear of the blue uniform will be determined at the discretion of 24 TRS/CC.

7.5.2. The LFC will inspect the flight and correct all deviations from the proper wear of the blue uniform as directed in AFI 36-2903. A formal ceremony will be held to outline the significance of the Air Force service uniform and to have the upper class pin the third-class rank on the service uniform and give the Prop and Wings device for the flight cap.

7.6. Exercising Privileges

7.6.1. Students in fourth-class status will exercise campus privileges. Students in third-class status will exercise campus or Maxwell privileges. All other students will exercise one of three types of privileges while at OTS: campus, Maxwell or off-base. Students in 3d Lt/First class status will exercise privileges IAW the *3d Lt/First Class Privileges* section of this manual.

7.6.2. Off-Limits Areas and Establishments. Regardless of privilege status, Students will not use the Aero Club and the Noncommissioned Officers' Club unless attending OTS-sponsored functions. OTS staff will alert each class of any establishments on the installation commander's off-limits list as part of their safety briefing the first week they have off-base privileges, or at some other time deemed appropriate by the squadron commander. As always, however, students will be held responsible for their own actions and decisions.

7.6.3. Alcohol Use Policy.

7.6.3.1. Fourth- and third-class students will not possess or consume alcohol at any time or location. Students are permitted to drink alcoholic beverages as described in the following paragraphs, but **will not possess or consume alcoholic beverages while in uniform at any on-base establishment except as specified in this manual.** (NOTE: students wearing civilian clothes while exercising 3d Lt/First class privileges may drink alcohol at the base bowling center, golf course, or picnic areas. Students should ensure they continue to present a professional image and must have a designated driver if they drive to these locations.)

7.6.3.2. At no time will a student in uniform go to an off-base establishment that serves alcohol as its primary means of income (i.e. bars, nightclubs, etc.), even if they serve some form of food. (NOTE: This does not apply to students dressed in civilian clothes while exercising 3d Lt/First class privileges or on leave outside the local area.)

7.6.3.3. Second class and higher students may consume alcohol offered at the graduation dining-in/out and at the Officers' Club orientation. Second class and higher students may consume alcohol off-base while in uniform during dinner at any **restaurant** (see definition in paragraph 7.6.3.4). Specifically, these students are allowed to consume alcohol with/during their meals; however, they will not remain at their tables after their meals are completed and continue drinking. Students will exhibit good judgment concerning the number of drinks ordered during meals in order to ensure they are not drinking excessively. Students in uniform will not drink alcoholic beverages while waiting to be seated in a restaurant. Once seated for their meals, Students may order and consume alcoholic beverages.

7.6.3.4. For the purposes of this manual, a restaurant is defined as an establishment that has dining areas outside a bar or a dance area where full meals are served (appetizers are not considered full meals). If the bar and dance areas are the only areas where food is available in a particular establishment, it is not an acceptable establishment for students in uniform to enter. When at establishments that have a bar or dance areas in addition to dining areas, students will not enter the bar or dance areas while in uniform.

7.6.4. Designated Driver Policy. When exercising the privilege to leave the OTS campus and drink alcohol, students will designate a driver who will not drink any alcoholic beverages for each car that departs the OTS campus. Designated drivers must remain in place until all members of the party are ready to depart an establishment. At no time will a student in a group be left behind without a designated driver. The name of the designated driver will be recorded in the CQ log book. In addition to having a designated driver, each student will carry SDO, CQ and respective SS/CC and Flt/CC phone numbers for emergencies. If, for any reason, a student needs a safe ride home, they will call one of the above numbers and ask for assistance.

7.6.5. Academic Building Student Break Room and Student Break Area. Only third-class and higher students may use the break room and area. Fourth-class students may use the telephones if given permission by their Flt/CC.

7.6.6. Golf Course. The base golf course may be used by students with Maxwell privileges or above. Second- and third-class OTs will wear the privilege uniform. Students in 3d Lt/First class status may wear the privilege uniform or civilian clothes.

7.6.7. Use of Privately Owned Vehicles (POV).

7.6.7.1. During the duty week fourth- and third-class students will not go to the designated POV parking area or use their POVs, unless authorized by commissioned staff. Second-class and higher students may go to the POV parking area to drop off or retrieve items from their cars, but may not use their POVs during the duty week unless authorized by commissioned staff.

7.6.7.2. POVs can be used while exercising third-class, second-class and 3d Lt/First class privileges; or as granted by an Flt/CC while in fourth class status for special circumstances.

7.6.7.3. 3d Lt/First class students may use their POVs at any time after the duty day is over as well as during the day for extenuating circumstances upon obtaining commissioned staff approval.

7.6.7.4. When returning from authorized privileges or uses, students will immediately park their POVs in the OTS designated parking lots and sign in at the dormitories.

7.6.7.5. Students may not operate motorcycles during OTS. This applies at all times, including when not physically at OTS (e.g. when exercising privileges or on leave). Students arriving at OTS on motorcycles with the intent to depart OTS on a motorcycle after graduation must report this to their Flt/CC in a memorandum. The Flt/CC will ensure the student schedules a safety interview with the squadron commander or designated representative sometime prior to graduation. The student will review and be familiar with AETC Instruction 91-207, Attachment 2.3 and 2.4. The student will bring a completed copy of both AETC IMT 410, **High Risk Activities Worksheet**, and AETC Form 708, **Commander's Motorcycle Safety Interview**, to the interview for the commander's/representative's signature.

7.6.8. Restricted Parking Area. When exercising Maxwell, off-base and 3d Lt/First class Privileges during the weekend privilege period, students may use the parking lot directly behind the dorms, next to the running track. Flt/CCs may grant permission to use this parking lot during the duty week, however vehicles cannot be parked there overnight. Students in 3d Lt/first class status are allowed to pack up their belongings before graduation but are not allowed to park there during graduation day ceremonies or during OTS Open House. Parking is also not allowed in the reserved parking spaces next to the Ritchey Center and building 1491.

7.6.11. OTS Activity Center (OTSAC).

7.6.11.1. The OTSAC is open to all OTS staff, their dependants, and students. Reserved functions may take place in the OTSAC and will be scheduled in advance. Students should be considerate of any scheduled function in the OTSAC. Students will not possess alcoholic beverages in the OTSAC or anywhere on the OTS Campus (including designated parking lots) at any time.

7.6.11.2. The OTSAC will be available to students at the end of the academic day. Students will need to depart the building before lights out.

7.6.11.3. Students will not bring any guests into the OTSAC at any time unless approved by their squadron commander.

7.6.11.4. A thorough cleaning of the OTSAC will be performed each Saturday during Dormitory Improvement/Repair Time (DIRT). Routine cleaning (take out trash, straighten tables and chairs, etc) will be performed at each closing time.

7.7. Dorm Privileges

7.7.1. Snack foods can be stored in the dormitory when sealed in a container no larger than the Rubbermaid 1.1 gallon (approx dimensions 12" X 8"; 4" deep). Bulk food received in care packages and in excess of the storage container will be consumed in the day room/area or discarded. Under no circumstances will students store food products outside of the prescribed container and all unattended food will be sealed in a container to prevent bugs and vermin

7.7.2. Sign-in/out Procedures. The CQ will maintain a sign-in/out log. Students must sign out whenever departing the OTS dormitories for reasons other than scheduled military training (SMT). This includes all locations outside the OTS dormitories. Students will legibly complete all the information on the register prior to departure to include time out, location of travel and a realistic time of return. Students will list a specific destination with a phone number or address. Students will immediately notify the CQ of all changes. Upon their return to the dormitory, students will immediately sign in.

7.8. Weekend/Holiday Privileges.

7.8.1. Holidays. During federal holidays students will exercise privileges based on their class status. The squadron DO will determine holiday privilege periods.

7.8.2. Sunday/Holiday Privileges. Call-To-Quarters. All students, regardless of class status, must return from their privileges and sign in by 1930 on the last day of a holiday/weekend period.

7.8.3. Dining Blocks. The Saturday evening meal, all Sunday meals and holiday meal periods are optional formations for students who have earned Maxwell privileges or better. All others will meet all weekend/holiday flight dining priorities.

7.8.4. Receiving and Entertaining Guests. Students will not entertain guests during the duty week; however, guests may observe parades and ceremonies routinely open to the public. Students will only meet, visit, receive and entertain guests when exercising Maxwell or off-base privileges. Students will not entertain guests on the OTS campus. If choosing to meet guests at OTS, they will receive them at the edge of the OTS parking lots and will immediately depart for an authorized visiting or entertaining area. Guests are not permitted in the OTS dormitories or the academic building. The only exception is when guests are attending the Open House activities during graduation week.

7.8.5. Campus.

7.8.5.1. Students will remain in the OTS area to include the dining facility, OTSAC, academic building (bldg 1487), PCC, OTS track, and OTS dormitories. The only authorized deviations from this area are the AU Library, OTS Shoppette/Clothing Sales, Base Military Clothing Sales and dry cleaners (Building 851), and the Maxwell AFB Beauty Shop (in the Maxwell AFB BX complex), and Maxwell AFB chapels, as described below.

7.8.5.2. Students with campus privileges may use the AU Library for studying and research during APT and personal time. Before using the library, they should consider using all available resources on the OTS campus (flight rooms, internet, etc.). Students with campus privileges can visit the Shoppette only for official business to get office supplies or uniform items. Students will consult with their flight mates before going to the Shoppette to coordinate purchases and minimize the number of trips needed. Trips

for official business do not need Flt/CC approval. At no time will students with campus privileges use the Shoppette or AU library to socialize with friends or family. Students exercising campus privileges need Flt/CC approval to go to Base Military Clothing Sales and the Maxwell AFB Beauty Shop.

7.8.5.3. In addition, students may leave the campus to attend Chapel or other religious services (see Chapter 1). Students exercising campus privileges are not allowed to use their POV without specific, prior approval from commissioned staff.

7.8.6. Maxwell. Students may travel to all OTS and authorized Maxwell AFB facilities; however, they will not stay overnight in any quarters other than their assigned dormitory rooms.

7.8.7. Off-Base. Students who earn off-base privileges may travel to all authorized off-base locations and will pre-coordinate their travel plans and lodging arrangements with their Flt/CCs when staying off campus overnight. Coordination will include a travel itinerary, appropriate lodging areas and phone numbers. (NOTE: A sample itinerary is available on the OT Brain.) A copy of the approved itinerary will be filed with CQ and will be used by the SDO for accountability. When exercising off-base privileges in uniform, students will always wear the uniform in accordance with this manual and AFI 36-2903, *Dress and Appearance of Air Force Personnel*. Students may stay in billeting rooms on a space available basis.

7.8.8. Third Lt/First Class Privileges.

7.8.8.1. 24 TRS/CC grants 3rd Lt privileges to OTs who have met all requirements for graduation. OTs are still in training status. COT students receive this privilege based on week in training.

7.8.8.2. BOT dorm room breakdown begins the Friday before graduation week. Beginning at 1700 on that day, OTs can hang 2 sets of civilian clothes in the closet, grounded to the right after the privilege uniform. Each article of clothing (shirt, slacks) will be on a separate hanger and evenly spaced. Suitcases may be left in their rooms until graduation. Suitcases will be placed neatly in the closet. All items displayed in the room must remain in inspection order.

7.8.8.3. Unless specified otherwise, civilian clothes are authorized after the duty day ends as long as students change and immediately depart the campus. Civilian clothes are authorized for students going to on-base establishments after duty hours. Once students return to the campus, they must immediately don an OTS-approved uniform. Students are not allowed to wear civilian clothes in bldg 1487.

7.8.8.4. Students must attend all scheduled activities to include classes, duties, formations, ceremonies and OTS functions, but *do not* have to march in formation to these activities (except parade practice).

7.8.8.5. Breakfast and lunch meals must be met on all duty days. Additionally, anyone signing up to eat at the dining facility on any particular evening must meet that dining priority and eat that meal.

7.8.8.6. Students will use standard sign-in/out procedures. When signing out for privileges and in civilian clothes, students must immediately depart the OTS campus.

7.8.8.7. The chain of command down to SS/CCs may reduce privileges for individuals who do not demonstrate proper behavior.

7.8.8.8. Students may exercise off-base privileges during the duty week after SMT ends. They must return to the OTS campus by 2230.

7.8.8.9. Students will not spend the night out of the dorms any night where the next day is a duty day.

7.8.8.10. Lights out for BOT students not staying off base overnight will be 2300. An exception to this is the night of the Dining-In/Out; lights-out for that evening is extended to 2400.

7.8.8.11. Students in civilian clothes can frequent any establishment not specifically briefed as off-limits by OTS staff or listed in paragraph 7.6.2 of this manual.

7.8.8.12. Students will continue to render the proper greeting of the day.

7.8.8.13. Formal reporting is no longer required; Students will continue to knock on doors, but no reporting statements are required unless they are staff-directed.

7.8.8.14. Students will no longer have formal flight room uniform inspections. The Flt/CC, however, will still provide feedback on dress & appearance as required.

7.8.8.15. When closing class, students are not required to echo “**CARRY ON SIR/MA’AM**” after the Flt/CC or instructor has given the command “**CARRY ON**”. Students in 3d Lt/First class status will still echo “**CARRY ON SIR/MA’AM**” when in formation with lower-class OTs (i.e., Squadron Awards or Wing Awards) or when attending special functions such as the Dining-In/Out.

7.8.8.16. Students in 3d Lt/First class status are not required to execute the auditorium opening and closing procedures as listed above, but will follow the same guidance for asking and answering questions. The class leader must call the auditorium to attention when the instructor/lecturer enters or leaves.

7.8.9. BOT Casual OT Privileges. Casual OTs will exercise Maxwell privileges on weekends and holidays; however, the Casual Flight Commander may modify an OT’s privilege status. All casual OTs must eat three meals a day at the dining hall (including weekends and holidays unless they receive off-base privileges).

7.8.10. Authorized Travel Area. The following authorized travel areas apply to all students, regardless of class status.

7.8.10.1. Students may travel no further than 120 miles from Maxwell AFB. If a student plans to leave the Montgomery area, even if only for a few hours, they must turn in a written itinerary, to be signed by their Flt/CC. Students who do not have approval will be limited to travel within the city of Montgomery (see attachment 3).

7.8.10.2. With prior SS/CC approval in writing, students can make trips to the Atlanta airports to pick up family members/guests for graduation. If students need to stay overnight to safely meet early morning or late flight arrivals, they must include this in their request to their SS/CC for approval. Such requests will be considered for **urgent** or **emergency** reasons only and will be handled on a case-by-case basis. Every effort must be made to receive guests without the student needed to make the trip.

7.8.11. Graduation Week. Family members and friends are allowed on campus for Spouse's Orientation, Open House and other graduation activities. They must remain in bldg 1487 until the Open House briefing ends. At that time, they may tour the campus and eat in the Dining Facility. Students will be made aware of the start times of these events. Family members should not arrive on campus prior to 15 minutes before the start time of these events.

Chapter 8

SPECIAL MONITORING STATUS AND RECYCLE/DISENROLLMENT PROCEDURES

8.1. General.

8.1.1. Authority for Recycle/Disenrollments. The United States Air Force may disenroll a student IAW AFI 36-2013, *Officer Training School (OTS) and Airman Commissioning Programs*, AUI 36-2315, *Student Disenrollment Procedures* and any local supplements.

8.1.2. Types of Disenrollment. There are three types of disenrollments: administrative, summary and faculty board. A summary disenrollment may result in a recycle determination by the 24 TRS/CC. A recycle provides the OT a “second chance” at the training program following significant difficulties. The OT would either restart the entire program or a portion of it (normally the last six weeks of training). An administrative or faculty board disenrollment will remove the OT from training and return them to civilian life or their prior enlisted service (location and job determined by AFPC).

8.2. BOT Special Monitoring Status Program

8.2.1. The BOT Special Monitoring Status (SMS) program provides early detection and monitoring of OTs who have demonstrated difficulty meeting the standards required of OTS. This program helps ensure 24 TRS produces high-quality officers prepared to be highly successful 2d Lts by identifying marginal performers and determining their fitness as an future officer. Ots identified for SMS by their Flt/CC will be counseled by their SS/CC. Unsatisfactory performance of Ots while enrolled in the SMS program or failure to meet SS/CC determined goals may result in immediate disenrollment or recycle from the program.

8.2.2. OTs may be enrolled in the SMS program based on the elimination criteria set forth in AFI 36-2013.

8.2.2.1. Lack of Aptitude for Commissioned Service. Lack of the personal capacity and inclination, whether natural or acquired, to adapt to military relationships, customs, and responsibilities that have become traditional and necessary in military service.

8.2.2.2. Military Training Deficiency (MTD). Failing grade, “Low Satisfactory” or “Unsatisfactory” on any graduation requirement (CWT, PFA, graded briefing, graded memo, enlisted performance report [EPR], LRC, AEF Exercise, and OTPR). Some graduation requirements (e.g. EPR) are not considered graded measurements and may be attempted more than once, but SS/CCs may, at their discretion, place OTs on SMS according to student squadron standards. This includes putting OTs on SMS for having a CWT average below 85%. Additionally, SS/CCs may place OTs on SMS for poor performance on diagnostics and practice assignments (i.e. homework memo, news briefing, flickerball operation, LERs, and PFDs).

8.2.2.3. Lack of Adaptability (LOA). According to AFI 36-2013, this is “A demonstrated inability to adapt to or display the necessary physical, psychological, or personality traits desired or required for completing the course of training.” The OT may exhibit this through: undesirable character traits; failure to attain level of maturity expected of an officer candidate; unsatisfactory adjustment to the military environment; poor attitude; inability to adhere to the Air Force Core Values; failure to comply with the “zero tolerance” policies of the Air Force and OTS; or, any other characteristic or behavior which brings into question an OT’s fitness to become a commissioned officer.

8.2.2.4. OTs that are recycled will be placed on SMS by the gaining SS/CC for the appropriate area upon being admitted into the new student squadron.

8.3. BOT Administrative Disenrollment. An OT may be administratively disenrolled from BOT when they fail to meet certain eligibility requirements, and there is no need for a fact-finding review. The following are circumstances in which OTs may be administratively disenrolled from BOT.

8.3.1. Medical Disqualification. When an OT is declared medically disqualified for commissioning by HQ AETC/SG and the reason for medical disqualification is beyond the OT’s control.

8.3.2. Medical Withdrawal.

8.3.2.1. When a medical or mental health condition, whether existing prior to BOT entry or occurring during training, precludes completion of the program, or will likely result in long delay in completion of BOT or significant portions of it (such as the PFA, LRC, or AEF Exercise). A delay in completing BOT is a “long delay” if an OT’s medical condition is such that he or she will not be able to complete BOT within 6 weeks of their originally anticipated commissioning date.

8.3.2.2. OTs requiring limited recovery time may be granted convalescent leave from the 24 TRS/CC, based on the recommendation of a qualified medical authority and re-enter training upon the clearance of a qualified medical authority. Also, 24 TRS/CC has the discretion to recycle the OT into a new class if the OT’s ailment has a reasonable time for healing; the general guideline for a reasonable time for healing involves OTs who can recover within 3 months.

8.3.2.3. Medical Reinstatement.

8.3.2.3.1. Requests for reinstatement after medical disenrollment must be sent to OTS/CD within 6 months of the date of disenrollment. If a disenrolled OT becomes medically qualified to complete BOT later than 6 months following disenrollment, he or she may not be reinstated into BOT, but may reapply to BOT through the servicing Air Force recruiter.

8.3.2.3.2. Medically disenrolled OTs may request reinstatement to BOT upon becoming medically qualified to complete all portions of BOT and receive a USAF commission. A statement from a qualified medical or mental health professional confirming the OT's recovery from the condition that prompted disenrollment must accompany the OT's request for reinstatement.

8.3.3. Self-Initiated Elimination (SIE). SIE is disenrollment resulting from an OT's written request for elimination. If an OT wishes to withdraw the SIE request, he or she must gain approval from the 24 TRS/CC. OTs wishing to SIE will submit an SIE letter (Attachment 4) to the FLT/CC. (NOTE: A sample SIE letter is also available on the OT Brain.) In the letter, the OT must state a specific reason(s) for wanting to SIE. The OT will have 24 hours to complete the letter, talk to peers and family and think through the decision. OTs being considered for disenrollment for cause, adverse action, or medical disqualification and OTs otherwise not in good standing with BOT, generally should not be processed for SIE disenrollment if the SIE was initiated by the OT primarily to speed up the disenrollment process.

8.3.4. Initial Ineligibility. A determination that the OT did not meet established eligibility requirements for BOT. Examples of initial eligibility requirements include exceeding BMI or body fat requirements, failing to disclose any information that would cause initial disqualification during the OTS application process, or failing the initial urinalysis testing.

8.3.5. Extended Absence. Typically, missing more than 3 training days results in recycle action. If the OT anticipates missing more than 30 days, the OT must be disenrolled (IAW AFI 36-2013, paragraph 4.14.1.7.). If an OT is having significant personal problems (e.g. custody case, divorce, loss of family member, etc.) which are affecting their performance, they may request disenrollment for extended absence (personal). OTs who have been administratively disenrolled for excessive absence because of significant personal problems may ask for reinstatement from the OTS/CD within 3 months (IAW AFI 36-2013, paragraph 4.16.2.) or fully reapply through an AF recruiter after the 3-month reinstatement period.

8.3.6. Transfer to Another Military Service. Only if a release or conditional release has been granted and the OT has enlisted or accepted an appointment in the other military service or other commissioning program will they be disenrolled from the OTS program.

8.3.7. Other Cases. In situations where an OT has failed to meet eligibility requirements and there is no need for a fact-finding review, the OT may be administratively disenrolled.

8.4. Summary Recycle/Disenrollment. The following are circumstances in which OTs may be investigated for summary recycle/disenrollment from BOT.

8.4.1. Military Training Deficiency (MTD).

8.4.1.1. An MTD is a failure to achieve a passing grade/score on graded measurements. These include: information brief, advocacy brief, CWTs, graded letter, mid-course OTPR, LRC, and AEF. This does not include practice exercises. Normally, three

failures are grounds for recommending an MTD disenrollment or recycle; however, any failure may warrant an MTD recycle/disenrollment depending on the severity of the failure. (NOTE: Practice exercises and diagnostics may be used in deciding whether or not to place an OT on SMS.)

8.4.1.2. Certain minimum training standards must be achieved to graduate from OTS. These minimum training standards are passing certain measurement remakes (informative briefing remake, advocacy briefing remake, graded letter remake, mid-course OTPR remake, Comprehensive Re-Test [CRT], LRC remake, and AEF remake), the end-of-course OTPR and the PFA. Failure of these minimum standards warrants recommendation for recycle/disenrollment. The EPR exercise is also considered a minimum training standard and graduation requirement; however, it is not a graded measurement and may be re-administered as necessary to ensure the OTs fully understand the EPR concepts and can successfully write an EPR.

8.4.2. Physical Fitness Assessment. OTs will be given two diagnostics (PFDs) and an assessment (PFA) plus a remake (if needed) during the BOT program. (NOTE: OTs will attempt a “baseline” assessment on TD-3 or TD-4 which provides the OT with feedback on their current fitness level. It is not to be used for any other purpose.) OTs must pass either the PFA or the remake. If they do not pass, they will not be commissioned with their class and will be held in casual status as second-class OTs for remedial physical fitness training. Excluding any extenuating circumstances such as an injury, the “PFA holdovers” will be given a remedial period of 3 weeks after their original graduation date in order to improve their fitness and pass the PFA. OTs may retake the PFA after the original graduation date and will be commissioned after they pass. An OT may re-attempt the PFA once per week during the remedial period. The OT is expected to maintain OTS standards while in the remedial period. If an OT fails to pass the PFA by the end of the remedial period, they will be disenrolled from the BOT program for an MTD. Any situations involving extenuating circumstances such as injuries will be handled on a case-by-case basis with inputs from qualified medical personnel and a recommendation from the owning SS/CC.

8.4.3. Consolidated Written Test. OTs must achieve an 80% or better, overall, on the three CWTs. If an OT does not maintain an 80% average after CWT #3, the OT must pass the CRT for that curriculum area. Failure of the CRT is an MTD and may result in recycle or elimination.

8.4.4. Recycled Students. A recycled OT is allowed one measurement failure before the FLT/CC must recommend disenrollment action. When an OT has been recycled to TD-1, 24TRS/CC may consider allowing more than one measurement failures.

8.4.5. Lack of Adaptability (LOA). Failure to maintain the military standards necessary to become a commissioned officer can include adverse involvement with civil or military authorities, undesirable character traits (honor code violation), homosexual or bisexual conduct, lack of aptitude (to include failure to attain the level of maturity expected of an officer candidate), unacceptable adjustment to the military environment, fraudulent enlistment, failure to maintain body fat standards, or poor attitude of the OT. Investigation of

an LOA case must include documentation of the OT's failure to maintain standards and address whether or not the failure to maintain standards was within the OT's control.

8.4.6. Medical Disqualification under Circumstances Within the Trainee's Control. This occurs when an OT becomes medically disqualified for commissioning, or for a category of commissioning, due to circumstances within the OT's control (i.e. alcohol-related injuries; injuries caused by hazing, fighting, or pranks; and injuries or illnesses resulting from unusually poor judgment). This action may require an informal or formal line-of-duty determination.

8.5. Review Officer or Review Committee Procedures

8.5.1. IAW AFI 36-2315, paragraph 8, a review officer or a review committee may be directed by the commander to investigate facts pertaining to a recycle or disenrollment case when the facts are not clear. The review officer or committee may interview witnesses determined to be appropriate. Based on the review of available information the officer or committee will prepare a disenrollment review report.

8.5.2. Removal from Training. In cases where an OT is being considered for disenrollment or recycle, the OT may be removed from training pending a final decision in the OT's case. OTs removed from training are placed in casual OT status and are assigned to a casual OT flight until a final decision is made regarding recycle or disenrollment.

8.5.3. Miscellaneous Conduct/Discipline Guidance. Behavior not conforming to the Honor Code and the Uniform Code of Military Justice (UCMJ) may lead to recycle/disenrollment from OTS and/or other actions as determined by 24 TRS/CC.

Chapter 9

FLIGHT OF THE WEEK AND SQUADRON OF THE WEEK

9.1. Responsibilities

9.1.1. The Student Operations Group Commander (OG/CC) manages the Flight of the Week (FOW) and Squadron of the Week (SOW) programs.

9.1.2. The 23/24 TRS/DO is responsible for the FOW and SOW programs.

9.2. Procedures

9.2.1. FOW/SOW competition begins the first privilege week a measurable event occurs, usually PFD 1 or SPT 1 and runs from 0500 Thursday until 0459 the following Thursday.

9.2.2. Each week OG/CC will designate a FOW (per class) and a SOW (combining both classes) unless there are no scored events during the week. Grade each category separately and present the awards accordingly. Competition for FOW and SOW is based upon demonstrated performance and reflects total effort at the flight or squadron level. The objective is to earn the highest point total IAW the tables in this chapter.

9.2.3. OG/CC completes the separate FOW tally sheets for each class and submits them to SW/CC, who submits the final report to 23/24 TRS/DO. The SOW is then calculated from the average FOW point total for each squadron (to correct for squadrons with different numbers of flights). OG/CC and SW/CC will sit down with 23/24 TRS/DO or a designated representative each week to review the final results before being announced to the wing.

9.2.4. OG/CC will announce FOW and SOW during SW Commander's Calls and award streamers for FOW and SOW. Flights winning the awards will display the streamer on their guidon staffs. All flights in the SOW will display the SOW streamer while they retain that status.

9.2.5. Award the FOW/SOW one merit. If there are no scored events for the week, the winner from the previous week will retain the streamer, but will not receive an additional merit. Record the merit on the same day received, counting it towards the next privilege period.

9.3. Flight of the Week/Squadron of the Week Categories of Competition

9.3.1. Academic Flight of the Week. Measures performance in CWTs, SPTs, memorandums (both exercise and graded), and briefings (including news briefing). A recycled OT's scores from a previous class do not count for the current flight for competition purposes. If a recycled OT reaccomplishes an item with their new flight, the new score counts.

9.3.2. Athletic Flight of the Week. Measures performance in the areas of field leadership operations, PFDs and PFAs. A recycled OT's scores from a previous class do not count for the current flight for competition purposes. If a recycled OT reaccomplishes an item with their new flight, the new score counts.

9.3.3. Flight of the Week (Overall). Measures overall performance in the above areas.

9.3.4. Squadron of the Week. Measures squadron performance by combining the totals for FOW criteria from all flights in a squadron. Take into account squadrons with different numbers of flights by adding together the average flight score for the upper class and lower class within a squadron rather than the raw scores.

9.4. Scoring.

9.4.1. Academic FOW. Total points for all academic events (including LRC) from Tables 9.1 and 9.2.(COT criteria to be determined)

9.4.2. Athletic FOW. Based on total points for all athletic measurements from Tables 9.1 through 9.4 (including firing range results). The score consists of three components: PFD/PFA results; FL operation results; and firing range results. The basic formula takes the average of the three components, as follows: average of the PFD/PFA results from Tables 9.1 and 9.2; average FL operation points (points from Table 9.3 divided by flickerball operations played; and, results of the firing range (two plus the score from Table 9.4). This results in a composite score on a five-point scale. The exact formula is kept by 24 TRS/DO or a designated representative and a spreadsheet calculator is available on the OT Brain.(COT criteria to be determined)

9.4.3. FOW (Overall). Takes academic FOW points (adjusted to a five-point scale), athletic FOW points, and adds the average inspection results. This results in a maximum score of 12.

9.4.4. SOW. Total of average FOW score from each class within a squadron. (Maximum score of 24.)

9.4.5. Definitions.

9.4.5.1. Full Mission-Capable (FMC). At least 85 percent of flight personnel passed (inspection) or qualified (firing range).

9.4.5.2. Partial Mission-Capable (PMC). At least 70 percent of flight personnel passed (inspection) or qualified (firing range).

9.4.5.3. Non Mission-Capable (NMC): Less than 70 percent of flight personnel passed (inspection) or qualified (firing range).

9.4.6. In the case of a tie, the winner is the flight/squadron with the higher pass rate. 24 TRS/DO or a designated representative will determine the winner if a tie still exists.

Table 9.1.
Point Assessment:
CWTs, SPTs and PFD/A

Place	Points
1st	5
2nd	4
3rd	3
4th	2
5th	1
6th	0

Table 9.2.
Point Assessment for Pass Rates:
CWTs, Memorandums, Briefings,
SPTs, PFD/A and LRC

CWT, SPT, PFD/A Letter, Brief	LRC	Points
100	100	5
90-99	80-99	4
80-89	60-79	3
70-79	40-59	2
60-69	20-39	1
0-59	0-19	0

Table 9.3.
Point Assessment:
Flickerball Operations

Operation Result	Points
Win	5
Tie	2.5
Loss	0

Table 9.4.
Point Assessment:
SMI/NNI and Firing Range

Mission Capability	Points
FMC	2
PMC	1
NMC	0

Chapter 10

END OF TRAINING AWARDS PROCEDURES AND CEREMONIES

10.1. Purpose. The purpose of individual and organizational awards is to foster esprit de corps and student incentive.

10.2 BOT Awards

10.2.1. Awards and Trophies. The recipients of these awards receive an appropriate memento at the Wing Awards Ceremony.

10.2.2. Top Graduate Award. The OT who demonstrates the highest overall performance receives this award.

10.2.3. Leadership Excellence Award. This is awarded to the OT who best exemplifies the Air Force Core Values on a daily basis while demonstrating excellence through exceptional performance on graded events. Each flight will nominate a member for this award to their respective SS/CC using the AF IMT 1206, **Nomination for Award**, following the guidelines on the OT Brain for categories and length. Each SS/CC will select the squadron nominee and forward that individual's AF IMT 1206 to the 24 TRS/CC or designated representative to make the final selection.

10.2.4. Dick Scobee Award. The OT who consistently displays the highest officer qualities/characteristics of **leadership, integrity, professionalism, loyalty** and **determination** receives this award. Each flight will nominate one person for this award and will give a completed AF IMT 1206 using the above categories to their respective SS/CC. Each SS/CC will select the best person and forward their nominee to the 24 TRS/CC or designated representative to make the final selection.

10.2.5. General Daniel "Chappie" James, Jr., Trophy of Merit. The OT who best demonstrates good human relations and equal opportunity, as defined in the Department of Defense (DoD) Human Goals Proclamation, receives this award. Each flight nominates one candidate from their flight to their respective OTW SQ/CC, who in turn forwards one nominee to OTW/CC. OTW/CC forwards packages on the top two nominees to 24 TRS/DO for final selection.

10.2.6. Thomas Jefferson Scholastic Award. This award goes to the OT with the highest average score on all OTS academic measurements.

10.2.7. OTS Fitness Award. The award is given to the OT who has demonstrated exceptional physical fitness by having the highest average PFD/A score in the class (based on pushups, sit-ups, and the 1.5 mi run). The OT must have participated in at least two fitness measurements. Extra points will be given for exceeding the maximum pushups and sit-ups or the minimum run time. Waist size is not considered when determining the OTS Fitness Award winner.

10.2.8. Major General Jeanne M. Holm Briefing Award. The OT who demonstrates the most outstanding briefing skills receives this award. The Air Force Women's Officer Association sponsors the award and the 24 TRS/CC or designated representative determines the best briefer for each graduating class.

10.2.9. Distinguished Military Graduate Award. This award is given to the OT who performs exceptionally well in all aspects of military training and leadership. The criteria are as follows: demerits, SPTs, BELPS, LRC and AEF.

10.2.10. Individual Awards--Squadron Level. The recipients of these awards will receive an appropriate memento at the squadron awards ceremonies.

10.2.10.1. Squadron Top Award. The OT who best represents the ideals of the squadron selected by the upper-class members of the squadron.

10.2.10.2. Squadron Academic Award. The OT with the highest academic average in each squadron receives this award. The SS/CC for each squadron directs the determination of the award winner by using the Consolidated Written Test scores, briefings and graded letter. The average of these measurements determines the award winner.

10.2.10.3. Squadron Top PFD/A Performer. This award goes to the OT with the highest PFD/A average (minimum two PFD/As) and uses the same criteria outlined for the OTW award.

10.2.10.4. Daniel Webster Award. The OT who wins their respective squadron's brief off.

10.2.10.5. Most Improved Award. This award goes to the most improved OT as selected by each flight.

10.2.10.6. Best Contributor Award. This award goes to the best contributor as selected by each flight.

10.2.11. Distinguished Graduate (DG) Program

10.2.11.1. General. The OTS Commander may designate OTS graduates for DG status IAW AFI 36-2013.

10.2.11.2. DG candidates must excel academically. An OT receiving an "unsatisfactory" score or rating on a graded measurement will not be considered for DG. An OT recycled for cause will not be eligible for any squadron or wing end-of-training awards unless the award pertains to a measurement that they did not repeat (i.e. if they were recycled prior to receiving any briefing feedback on their News Brief, they would be eligible for the Daniel Webster Award for best briefer). An OT that is recycled for reasons beyond their

control (i.e., medical problem, family death, etc.) is still eligible. Candidates must also excel physically. Physical fitness is a trait desired in officers. OTS DGs will possess this trait. The 24 TRS/CC is the approval authority for cases involving misconduct occurring after the final Officer Trainee Performance Report (OTPR) to remove names from the final DG list for cause.

10.2.11.3. In addition, a DG candidate must exemplify the "whole person" concept. This concept is the overall assessment of an OT's performance and character, which is observed by their Flt/CC, peers and the OTS staff, which embodies, but is not limited to, the following attributes: officership values (integrity, pride, loyalty, self-discipline, initiative, selflessness, patriotism and courage); leadership; professionalism; determination; enthusiasm; teamwork; winning attitude; and warrior spirit.

10.2.12. Honor Flight (HF) and Honor Squadron (HS).

10.2.12.1. Responsibility. The 24 TRS/CC has overall responsibility for the HF and HS program.

10.2.12.2. Procedures. HF/HS competition begins approximately the second week into the program (first privilege week that a measurable event occurs) and runs through the eleventh week (last privilege week that a measurable event occurs). HF competition is based on the "whole flight" concept and is an overall assessment of a flight's performance. Honor Squadron competition is based on the "whole squadron" concept and is an overall assessment of the squadron's performance. Placement points encompass, but may not be exclusively limited to, the categories of competition shown below.

10.2.12.2.1. Academics: CWTs and Military Briefings.

10.2.12.2.2. Fitness: PFDs and PFA.

10.2.12.2.3. Field Leadership/Military Development: Drill Competition, LRC, AEF and Knowledge Bowls.

10.2.12.3. The HF/HS placement point criteria are established and maintained by 24 TRS/DO.

10.3 COT Awards

10.3.1. Distinguished Graduate (DG). Students whose performances place them in the top 10 percent of the graduating student wing are designated distinguished graduates. The DG program does not apply to RCOT. Recycled students are not DG eligible.

10.3.1.1. Criteria. The following criteria and weights are used to determine DGs.

10.3.1.1.1. Academics, at 40 percent (CWT #1 at 15 percent, CWT #2 at 15 percent, and SPT at 10 percent).

10.3.1.1.2. Athletics, at 40 percent (PFB at 15 percent and PFA at 25 percent).

10.3.1.1.3. Leadership, at 10 percent (LRC score).

10.3.1.1.4. Flt/CC rating, at 10 percent.

10.3.1.2. Recognition. Each DG receives a certificate of recognition. Their AF Form 475, **Education/Training Report**, is annotated accordingly.

10.3.2. Top Graduate Award. The DG(s) with the highest total score is the Top Graduate Award winner. The Top Graduate Award does not apply to RCOT.

10.3.2.1. Criteria. The criteria is the same as for DGs. In the event of a tie, more than one Top Graduate Award winner may be recognized.

10.3.2.2. Recognition. The Top Graduate Award winner receives a trophy of recognition. Their graduation certificate and AF Form 475 are annotated accordingly.

10.3.3. Academic Excellence Award. The student(s) with the highest test scores is the Academic Excellence Award winner. The Academic Excellence Award does not apply to RCOT.

10.3.3.1. Criteria. The Academic Excellence Award winner is the student(s) who has the highest raw, combined score on the CWTs and SPT. In the event of a tie, more than one Academic Excellence Award winner may be recognized.

10.3.3.2. Recognition. The Academic Excellence Award winner receives a plaque of recognition. Their AF Form 475 is annotated accordingly.

10.3.4. Athletic Award. The Athletic Award is presented to the student who achieves the highest combined point total from the PFB and PFA during training.

10.3.4.1. Criteria. To be eligible, the student must complete the PFB and PFA in their entirety. The student with the highest combined point total from the PFB and PFA will earn the Athletic Award. In the case of a tie, the student with the highest score on the 5K run will win the award.

10.3.4.2. Recognition. The Athletic Award winner receives a plaque of recognition. Their AF Form 475 is annotated accordingly.

10.3.5. Leadership Excellence Award. The Leadership Excellence Award is presented to the student who has demonstrated the highest degree of leadership while a student at COT.

10.3.5.1. Criteria. Flight commanders will submit a list of the flight's top students to the flight. Each flight will then nominate a flight member from that list that they feel demonstrates the highest degree of leadership. The nominee will then meet a board consisting of 23 TRS staff members. Students will be graded in military appearance, character/confidence, military presence and interpersonal skills. Only students who compete at the Leadership Board are eligible for the Leadership Excellence Award.

10.3.5.2. Recognition. The Leadership Excellence Award winner receives a plaque of recognition. Their AF Form 475 is annotated accordingly.

10.3.6. Honor Flight. The Honor Flight Award is awarded to the flight with the highest overall scores within the student wing.

10.3.6.1. Criteria. The following are the areas considered for the Honor Flight Award, along with their weights:

10.3.6.1. Academic flight average, weighted at 40 percent.

10.3.6.1.1. COT only: CWT #1 at 15 percent, CWT #2 at 15 percent, and SPT at 10 percent.

10.3.6.1.2. RCOT only: CWT at 30 percent, and SPT at 10 percent.

10.3.6.2. Athletic flight average, weighted at 40 percent.

10.3.6.2.1. COT only: PFB at 5 percent, Mini-Mac at 10 percent, 5K run at 10 percent, and PFA at 15 percent.

10.3.6.2.2. RCOT only: PFA at 40 percent.

10.3.6.3. (COT and RCOT) Leadership average, weighted at 20 percent, with LRC completion at 15 percent, and Leadership Board score at 5 percent.

10.3.6.2. Recognition. The winning flight receives a streamer designating them as the "Honor Flight." Additionally, each member of the Honor Flight has their AF Form 475 annotated accordingly.

10.3.7. Honor Squadron. The Honor Squadron is awarded to the squadron with the highest overall scores within the student wing.

10.3.7.1. Criteria. Same as for Honor Flight.

10.3.7.2. Recognition. The winning squadron receives a streamer designating them as the "Honor Squadron." Additionally, each member of the Honor Squadron has their AF Form 475 annotated accordingly.

10.4. Ceremonies.

10.4.1. Parades and Review. All parades and reviews are conducted on the parade grounds. The uniform for the graduation parade will be contingent on the weather. All students will wear white gloves for the parade.

10.4.2. Students will not depart the parade grounds until after the playing of the Air Force song and the exchange of salutes between the reviewing officer and the commander of troops and will remain in place until dismissed.

10.5. Distinguished Visitor Procedures for Graduation Activities.

10.5.1. General. Military protocol dictates Distinguished Visitors (DV) be accorded certain courtesies when attending OTS functions. DVs include active duty and retired military at the pay grade of O-6 or above, active duty and retired command chief master sergeants, civilian GS/GM-15 or SES, members of Congress, certain senior government officials and civilian CEOs and VPs. All other personnel are considered guests. If there is any doubt about a guest's status, contact protocol.

10.5.2. Invitations to Graduation Activities. Students are responsible for inviting their guests, to include DVs.

10.5.2.1. AFOATS or AU Protocol will make billeting reservations for personnel who are DV code 6 (brigadier general or equivalent) and above. Students will make appropriate arrangements (including lodging) for all others. Know the dates, times and locations of the awards ceremony, dining-in/out, commissioning ceremony, DV reception and graduation parade before extending the invitation.

10.5.2.2. Normally, invitations are extended by telephone by calling them, their executive officer or secretary. A student inviting a DV must fill out paperwork required by AFOATS Protocol, attach a current biography for the DV, and return two copies of the completed package to student wing protocol. Students will fill out guest information completely, including who will attend the DV reception and sit on the reviewing stand (all DVs). Children under eight years old cannot sit on the reviewing stand, nor can a DV have more than two guests on the reviewing stand with them. (NOTE: Depending on the number of DVs and guests attending, AFOATS Protocol may be able to accommodate more than two guests per DV on the reviewing stand.)

10.5.2.3. The staff protocol advisor will forward all completed DV information and biographies to AFOATS Protocol. If a DV's paperwork is submitted after the appointed deadline, these DVs may not be allowed to formally participate in graduation parade activities. Notify Student Wing protocol officer immediately of changes concerning your guest's status.

10.5.2.4. All students must submit a list of all their guests' names to the student wing protocol officer. This list ensures that all guests are allowed on base for graduation activities.

10.6. Dining-In/Out. Depending on class size, a dining-in or dining-out will be conducted during graduation week. If it is a dining-out, graduating students may bring one guest. The student Wing will determine a process for allocating additional tickets.

10.7. Gifts to Officer Training School.

10.7.1. Gifts to the School. 23 TRS/CC and 24 TRS/CC must approve any gift presented to the school by their respective student wings. If a class decides to present the school with a gift, ideas for implementing the class project/gift need to be submitted to the staff advisor for graduation week. The project should: reflect class and OTS philosophy; enhance mission accomplishment; and benefit those who follow. The staff advisor can provide more specific guidance.

10.7.2. Funding. Funding may be a limiting factor depending on the size of the class. If so, more than one class may combine their resources toward one overall gift/project. Each class donating toward the combined gift receives credit upon project completion. The student wing must receive the 23 TRS/CC's or 24 TRS/CC's (for their respective student wings) approval for the gift/project prior to committing any funds.

10.7.3. Gifts to Staff Members. It is acceptable for students to present gifts to staff members during the last week of training, however, in keeping with the requirements to maintain strictly professional relationships, the value of the gifts will be nominal and IAW DoD 5500.7R, *Joint Ethics Regulation*, Sec. 2635.304. The gift should be in good taste and in the form of a plaque, T-shirt or other memento. Money or personal items such as clothing or liquor are inappropriate (flight T-shirts are appropriate). Flt/CCs will provide guidance regarding this matter to inform students of the limitations on such gifts to avoid misunderstanding and embarrassment.

KIM D. HAWTHORNE
Lt Col, USAF
Commander, Officer Training School

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DOD 1327.5, *Leave and Liberty*

DOD 5500.7R, *Joint Ethics Regulation*

AFI 10-248, *Fitness Program*

AFI 36-2013, *Officer Training School (OTS) and Airman Commissioning Programs*

AFI 36-3003, *Military Leave Program*

AFI 36-2903, *Dress and Appearance of Air Force Personnel*

AFI 48-123, *Medical Examinations and Standards*

AFI 51-602, *Boards of Officers*

AFI 36-2903/AETC Supplement 1, *Dress and Appearance of Air Force Personnel*

AETCI 48-101, *Prevention of Heat Stress Disorders*

AFRSI 36-2001 *Recruiting Procedures For the Air Force*

AUI 36-2315, *Student Disenrollments Procedures*

AFOATS *Training Manual*

Abbreviations and Acronyms

CC	Commander
AAFES	Army/Air Force Exchange Service
ACQ	Assistant Charge-of-Quarters
AEF	Air Expeditionary Force
ALFC	Assistant Lower Flight Commander
APT	Academic Preparation Time
BOT	Basic Officer Training
BX	Base Exchange
CCPC	Ceremonial Team Commander
COT	Commissioned Officer Training
CQ	Charge-of-Quarters
CWT	Consolidated Written Test

DG	Distinguished Graduate
DIRT	Dormitory Improvement/Repair Time
DO	Director of Operations
DV	Distinguished Visitors
FAS	Functional Address Symbol
Flt/CC	Flight Commander
FOW	Flight of the Week
FMC	Full Mission Capable
FPCON	Force Protection Condition
HAWC	Health and Wellness Center
HF	Honor Flight
HS	Honor Squadron
IAW	In Accordance With
LFC	Lower Flight Commander
LRC	Leadership Reaction Course
MSG	Mission Support Group
MTI	Military Training Instructor
NCOIC	Non-Commissioned Officer in Charge
NMC	Non-Mission Complete
OI	Operating Instruction
OIC	Officer in Charge
OPS	Operations Time
OT	Officer Trainee
OTS	Officer Training School
OTW	Officer Trainee Wing
PCC	Physical Conditioning Center
PCF	Physical Conditioning Facilities
PER	Personal Time
PFD/A	Physical Fitness Diagnostic/Assessment
PMC	Partial Mission Complete
POC	Point of Contact
POV	Privately Owned Vehicle
PT	Physical Training
SMI	Standardization and Maintenance Inspection
SMS	Special Monitoring Status
SMT	Scheduled Military Training
SOB	Sample of Behavior
SPT	Student Publication Test
SOW	Squadron of the Week
SS/CC	Student Squadron Commander
SW	Student Wing
TD	Training Day
TL	Training Leader
UCMJ	Uniform Code of Military Justice
UFC	Upper Flight Commander
USAA	United Services Automobile Association

WBGT Wet Bulb Globe Temperature

Terms

AETC IMT 341, Excellence/Discrepancy Report. An IMT used to document student performance.

Call-To-Quarters. Designated time that students return to the OTS dormitories.

Casual OTs. OTs removed from training awaiting OTS staff action (i.e., recycle, medical disenrollment, elimination).

Chow Sharks. An OT detail. Chow Sharks' main focus is to ensure students follow procedures (e.g. enforcing tight meals, students sitting on proper portion of their seat, etc.) Chow Sharks will assist in directing traffic as necessary. While on duty, Chow Sharks will be actively monitoring all students who enter, are eating, or are leaving the dining facility to ensure they are following proper procedures. While performing this duty, they may issue demerits regardless of rank.

Class Leader. student designated to open and close auditorium lecture.

Class Status. As students progress through the OTS training process, they transition from fourth class to 3d Lt/First class. Specific dates for each class of training will vary, but will normally occur at specified intervals.

Demerit. A unit of measurement awarded for deficient behavior/performance.

Dining Priority. The scheduled time for a flight to eat.

Duty Week. The part of the week during which students are restricted to the OTS campus for the purpose of accomplishing training and related activities. Students may only leave the OTS campus with the approval of their Flt/CC or IAW the rules governing 3d Lt/First Class status. The duty week normally extends from 0500 on Monday until 1300 on Saturday.

Flight Leader. Student designated to lead the flight. Ensures all flight members are accounted for during the duty day and ensures the flight makes all scheduled appointments. Appointments are to include individual details, flight room classes and auditorium lectures.

Flight Weekly Performance Report. A report submitted following each Privilege Week by each flight to their Flt/CC. It documents the privilege level each member of the flight is authorized to exercise during the following privilege period and the merit and demerit totals earned by each member and the flight as a whole.

Merit. A unit of measurement awarded for outstanding performance.

★**Officer Trainee-** student assigned to Basic Officer Training school

OT Brain. A website maintained by 24 TRS staff to ensure OTs have access to the most current guidance, publications and forms. It also provides a reference point for staff so that Flt/CCs and OTs are working from the same standardized materials. COT students can utilize this site as needed until the 23 TRS comes on line with their site.

Parade. A parade is a review with honors (i.e., an individual receives a medal). An additional purpose is to inspect the degree of drill proficiency and graduation readiness of the students.

Privilege Period. The part of the week during which students may exercise the privileges they have earned during the preceding privilege week. Normally 1300 Saturday through 1700 Sunday. In addition, the 23 TRS/DO and 24 TRS/DO will designate beginning and end times for holiday privilege periods for their respective squadrons.

Reporting Week. The period of time that students accrue merits and demerits. It begins on Wednesday at 1700 and ends the following Wednesday at 1659.

Review. A review is the formation of troops in group or wing configuration marching in a prescribed manner. The purpose is to inspect the degree of drill proficiency and state of readiness of the OTs. No awards or decorations are given.

Senior Wing Staff. The top four positions within the SW

★**Student-** Any student at officer Training School

Weekly Merit/Demerit Summary. A report submitted by each student to their Flt/CC following each reporting week. It documents each and every merit and demerit earned by that student during the immediately preceding reporting week.

Attachment 2

CLASSIFICATION OF MERITS/DEMERITS

ALL INFRACTIONS RECEIVE ONE DEMERIT

Category-Demerits	Category-Merits
JOB KNOWLEDGE (General) <ul style="list-style-type: none"> - Knowledge of procedures, familiarity with publications, etc. - Customs and courtesies - Room inspection (per item) - Violation of safety rules - Failed SPT 	
LEADERSHIP SKILLS (General) <ul style="list-style-type: none"> - Failure to follow, attempt a challenge, correct, etc - Abdicates leadership role - Failure to follow orders 	LEADERSHIP SKILLS (General) <ul style="list-style-type: none"> - Organized community event - Correct rules interpretation during a flickerball operation
PROFESSIONAL QUALITIES (General) <ul style="list-style-type: none"> - Bearing, language, hygiene, taking responsibility, degrading others, making appointments, etc - Uniform inspection (per item) - Failure to go, tardy - Conduct unbecoming 	PROFESSIONAL QUALITIES (General) <ul style="list-style-type: none"> - Participating in a community service event - Support of upper-class ceremonies (per event)
DUTY PERFORMANCE (General) <ul style="list-style-type: none"> - Failed to accomplish task/duties - Sleeping in class - Security violation - Failed to take responsibility - Missed suspense 	DUTY PERFORMANCE (General) <ul style="list-style-type: none"> - 95-100 on PFD/A - 98%-100% on CWT - Outstanding on graded measurement
JUDGMENT AND DECISIONS (General) <ul style="list-style-type: none"> - Questioning a superior's authority, failure to learn from counseling, arguing, etc. - Policy violation (Lights Out, Call to Quarters, Quiet Hours) - Unauthorized activities 	
COMMUNICATION SKILLS (General) <ul style="list-style-type: none"> - Improper format, spelling, missing data, interrupting others, failure to sign, grammar - Each type of error on document - Corrected document has same error 	
	AWARDS <ul style="list-style-type: none"> - Flight/Squadron of the Week (Not to include - - - Academic or Athletic Flight of the Week)

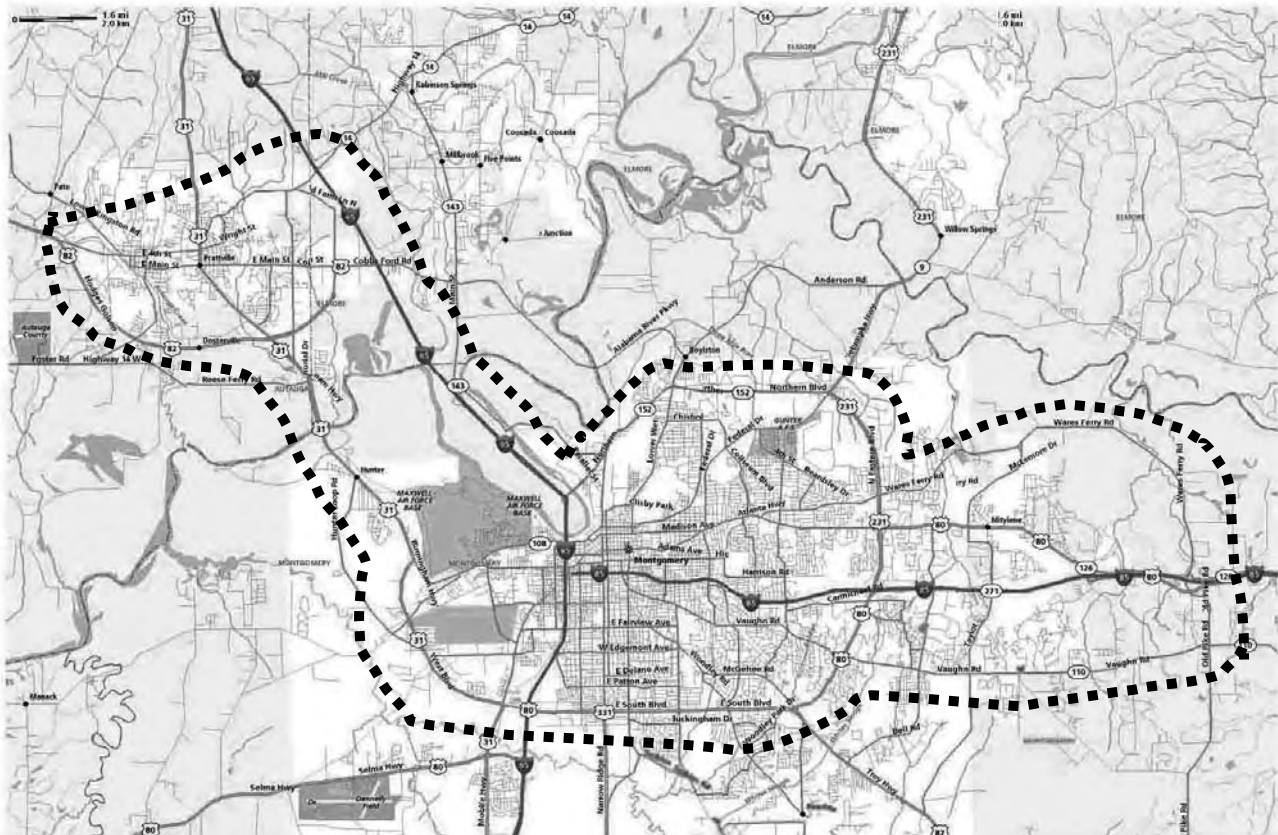
NOTE: Flt/CCs will counsel students that continue to receive demerits for the same infraction.

Attachment 3

MONTGOMERY/PRATTVILLE MAP

A3.1. For the purpose of Montgomery area as defined in this manual. The area within the dotted line in Figure A3.1 is defined as the local area.

Figure A3.1. Montgomery/Prattville Local Area.



Attachment 4

LETTER REQUESTING BOT SELF-INITIATED ELIMINATION

[Date]

MEMORANDUM FOR 24 TRS/[FLT/CC OFFICE SYMBOL]

FROM: 24 TRS/OT [NAME]

SUBJECT: Request for Self-Initiated Elimination (SIE)

1. I, Officer Trainee *Name*, Class ##-##, request elimination from Officer Training School.
2. I request elimination because *state specific reasons*.
3. I fully realize this SIE request may preclude me from obtaining further training leading to a commission in the Department of Defense of the United States of America.
4. I enlisted in *City, State*. My recruiter was *Rank Name, Unit*.

FULL NAME, OT, USAF
Officer Trainee

Attachment 5

SQUADRON-LEVEL AND FLIGHT-LEVEL FUNCTIONAL ADDRESS SYMBOLS

A5.1. Purpose. Instead of using names, students will use functional address symbols (FAS) in the “FROM” block of their memorandums. This is in line with the standards taught in the Communications Skills curriculum and IAW AFH 33-337, *Tongue and Quill*, and AFMAN 33-326, *Preparing Official Communications*.

★**A5.2. Applicability.** The positions listed below are those that are normally assigned. SS/CCs or OPS/CCs may organize the squadron staff differently to increase mission effectiveness. Any position/FAS deviations at the squadron level will be approved by the SS/CC. Flt/CCs and LFCs have similar flexibility at the flight level. Flt/CCs will approve any deviations from the flight leader positions. NOTE: COT students will refer to 23 TRS OI 38-101, para. 6 for flight staff positions.

A5.3. Format. The following format will be used:

A5.3.1. Squadron level: # OPS/xx- # = Squadron number; OPS is static; xx = squadron level office symbol (e.g. “1 OPS/SV” = Squadron 1’s Services Officer).

A5.3.2. Flight level: # OPS/xxx- # = Squadron number; OPS is static; first x = flight designator (see table A6.3); xx = flight level office symbol (e.g. “2 OPS/BSC” = Flight 3-11’s Computer Leader).

Table A5.1. Squadron-Level FAS. (Prefaced only by squadron; e.g. “3 OPS/”)	
DE	Academics Officer
ALFCx	ALFC for flight X (see flight designators below)
CM	Chow Monitor
CC	Commander
SC	Computer Officer
DT	Details Officer
MT	Drill Officer
CE	Environmental Officer
CCE	Executive Officer
FM	Finance Officer
LFCx	LFC for flight X (see flight designators below)
MX	Maintenance Officer
MO	Mobility Officer
DO	Operations Officer
DP	Personnel Officer
PT	Physical Training Officer
SE	Safety Officer
SV	Services Officer
OV	Standardization Officer

UFCx	UFC for flight X (see flight designators below)
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Table A5.2. Flight-Level FAS. (Prefaced by squadron and flight designator; e.g. “4 OPS/A”)	
DE	Academics Leader
XP	Activities Leader
IM	Administration Leader
SC	Computer Leader
MT	Drill Leader
DT	Details Leader
CS	Forms Leader
PA	Information Leader
IN	Intelligence Leader
PT	Physical Training Leader
SE	Safety Leader
SF	Security Leader
SV	Services Leader
OV	Standardization Leader

Table A5.3. Flight Designators. (To prepare students for the Air Force, where numbers are used in office symbols only rarely, the flight number will be replaced with one of the designators below.)	
BOT	
Flight #-10	# OPS/A
Flight #-11	# OPS/B
Flight #-12	# OPS/C
Flight #-13	# OPS/D
Flight #-14	# OPS/E
Flight #-15	# OPS/F
Flight #-16	# OPS/G
Flight #-17	# OPS/H
COT	
Flight A	# OPS/A
Flight B	# OPS/B
Flight C	# OPS/C
Flight D	# OPS/D
Flight E	# OPS/E
Flight F	# OPS/F
Flight G	# OPS/G
Flight H	# OPS/H
Flight I	# OPS/I
Flight J	# OPS/J

Flight K	# OPS/K
Flight L	# OPS/L
Flight M	# OPS/M
Flight N	# OPS/N
Flight O	# OPS/O
Flight P	# OPS/P
Flight Q	# OPS/Q
Flight R	# OPS/R
Flight S	# OPS/S
Flight T	# OPS/T

TRAINING REQUIREMENTS FOR HOT ENVIRONMENTS

Heat Category/ Flag Color	Temperature Range WBGT (°F)	Easy Work (100 – 335 Watts)		Moderate Work (335 - 500 Watts)		Hard Work (500 – 700 Watts)	
		Work/ Rest	Water Intake Qt/hr	Work/ Rest	Water Intake Qt/hr	Work/ Rest	Water Intake Qt/hr
1 (White)	78 – 81.9	No Limit	½	No Limit	¾	40/20 min	¾
2 (Green)	82 – 84.9	No Limit	½	50/10 min	¾	30/30 min	1
3 (Yellow)	85 – 87.9	No Limit	¾	40/20 min	¾	30/30 min	1
4 (Red)	88 – 89.9	No Limit	¾	30/30 min	¾	20/40 min	1
5 (Black)	>90	50/10 min	1	20/40 min	1	10/50 min	1

Hourly fluid intake should not exceed 1½ quarts; daily fluid intake should not exceed 12 quarts



STUDENT RECALL AND NOTIFICATION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: 23 TRS/DOA (Maj Elven Duvall)
Supersedes: 23 TRS OI 10-206, 20 June 2005

Certified by 23 TRS/CC (Lt Col Mark Morris)
Pages 5
Distribution: F

This instruction establishes policies, procedures, and responsibilities for student recall and notification during Commissioned Officer Training (COT) and Reserve Commissioned Officer Training. It applies to all 23d Training Squadron (23 TRS) personnel.

SUMMARY OF REVISIONS

All changes are administrative and do not affect the intent or procedures of the previous edition.

1. Terms.

1.1. **Recall.** A recall is a plan designed to ensure critical information is passed or verify personnel presence. A recall may also gather personnel for employment during a national emergency, war, contingency, natural disaster, exercise or other condition requiring notification of all unit personnel. Commanders at any level may initiate a recall. The following recalls will be used at Commission Officer Training (COT).

1.1.1. Information Recall. A student information recall is conducted in the event of an emergency (e.g., tornado or other natural disaster), catastrophe (e.g., fire in the student dormitory) or other contingency requiring accountability or dissemination of information.

1.1.2. Notification Recall. A notification recall permits the periodic exercise of the recall system. This recall tests the ability of the student wing to notify every student within a specified time constraint.

1.1.3. Alert Recall. This type of recall may occur during a national emergency, war, contingency or exercise condition. Normally, during 42d Air Base Wing exercise conditions, students will not be recalled unless directed to participate in the exercise by the OTS Commander. In the event of an actual alert recall, all students are subject to recall procedures. Upon implementation of an alert recall, all military, emergency essential personnel and key civilian personnel will report to their duty areas as specified in their alert plan.

1.2. **Reporting.** If students are requested to report to a duty location, all students will gather in the designated area under control of the Student Wing Commander (SW/CC) until 23 TRS staff arrives.

2. Student Process.

2.1. **Administration.** The Student Wing Operations Group Commander (OG/CC) oversees the administration of the student recall and verification procedures for the SW/CC. The OG/CC creates a student charge of quarters (CQ) roster. The CQ roster consists of CQ names, room numbers, and building numbers. The roster is turned in to the Course Director (CD) by the beginning of training day 3 (TD-3).

2.2. **Student Charge of Quarters.** The student CQ is a position rotated daily among students within the student wing. The primary role of the CQ is to receive first notice upon initiation of student recalls and to be available as an emergency point of notification for the entire student wing. The designated CQ will be present (in the CQ room) from 30 minutes after the end of the duty day until 2200. After 2200 hours the CQ will be "on call" in their dorm room. The CQ's dorm room number will be annotated outside of the CQ room. CQs will be available until 0500 the next day during duty days. CQs identified for holidays or weekends will be available for the entire 24-hour period specified. The SW/CC may break weekends or holidays into split shifts involving more than one CQ if desired. CQs are responsible for auditing sign-out logs and initialing all entries. CQs are also responsible for closing sign-out logs at 2200 hours, and ensuring all students are accounted for at that time.

2.3. **Sign-Out Logs.** Each Flight Officer in Charge (FOIC) is required to keep a sign-out log for all students in their flight. This sign out log will be maintained in a student squadron binder, located at the CQ room. Sign out logs are maintained during non-duty hours. The sign-out log indicates the time when a student leaves the dormitory or flight room, their destination, estimated return time, and actual return time. All students will sign out any time they plan to depart the dormitory area or the flight room during non-mandatory meals. If an FOIC plans to leave the facility on the weekend, the FOIC will pass the sign-out log to the designated CQ. Sign-out logs must be maintained so students can be accounted for in the event of a recall, student verification check, or an emergency.

2.4. Recall.

2.4.1. **CQ Responsibilities.** In the event of a student recall, the 23 TRS/CC or staff member will contact the designated student CQ. The CQ will note the message number, time (if applicable) and additional information then contact the FOICs to begin the student recall. The CQ will then contact the most senior ranking individual in the student chain of command starting with the SW/CC. The FOICs will report results to the CQ. The CQ will consolidate and pass all information to the SW/CC.

2.4.2. The SW/CC, or most senior ranking individual, will collect results of the recall from the CQ and consolidate it. The SW/CC will pass this information to the initiator

of the recall within 30 minutes of notification. The SW/CC will continue to attempt contact with signed out or missing students during Information or Notification Test Recalls and report every 30 minutes for the next 2 hours or until relieved by the initiator of the recall. These continued attempts will be by telephone or by knocking on the student's door. Do not initiate search and recovery procedures. If a student recall or verification starts during the duty day, the SW/CC will conduct the recall.

2.4.3. **FOIC and Individual Responsibilities.** When notified of a recall, note the message number, time (if applicable) and additional information. Immediately notify the first person(s) in the block(s) below yours. If you are unable to contact that person, continue to the next block(s) until contact is made. The last person in every chain is responsible for calling the FOIC with the results of the notifications. The FOIC will contact the CQ with the names, locations, and estimated return times of all students who have signed out and the names of students who cannot be located or contacted.

2.5. **Missing Students.** The 23d Training Squadron staff will initiate search and recovery procedures for missing students, once they are identified. If the recall is due to a natural disaster or emergency situation affecting the student population, the SW/CC will gather all names of unaccounted for students and present them to the initiator of the recall or other 23 TRS staff as soon as possible. The 23 TRS staff will contact appropriate emergency personnel to aid in finding the missing students. Under no circumstances should the SW/CC or other students try to locate missing students until the appropriate military or civilian authorities are present.

3. Message Text. Following are message texts for student recall procedures:

3.1 **Message 1 - Information Recall.** This format is used to address a real world contingency (such as national emergency or weather warning) when speed of dissemination is important and actual recall or reporting is not required. Do not report to the duty location.

TEXT: *"This is _____ with a student Message 1-Information. Copy the following information:"*

3.2. **Message 2 - Notification Recall.** This format permits the periodic exercise of the student notification/recall system to test the ability of the student wing to satisfactorily complete a recall within the specified time constraints. The time that the recall was initiated must be passed as a portion of this message. Do not report to the duty location. The SW/CC will notify the initiator of the recall by telephone of student notifications.

TEXT: *"This is _____ with a student Message 2-Notification Test Recall at _____(time). Acknowledge receipt and initiate notification:"*

3.2.1. Two Notification Test recalls will be conducted prior to TD-5. The SW/CC or most senior ranking individual will have a limited time period (set by the CD, usually 30 minutes) to contact all students in the wing and report to the initiator of the recall to be considered successful.

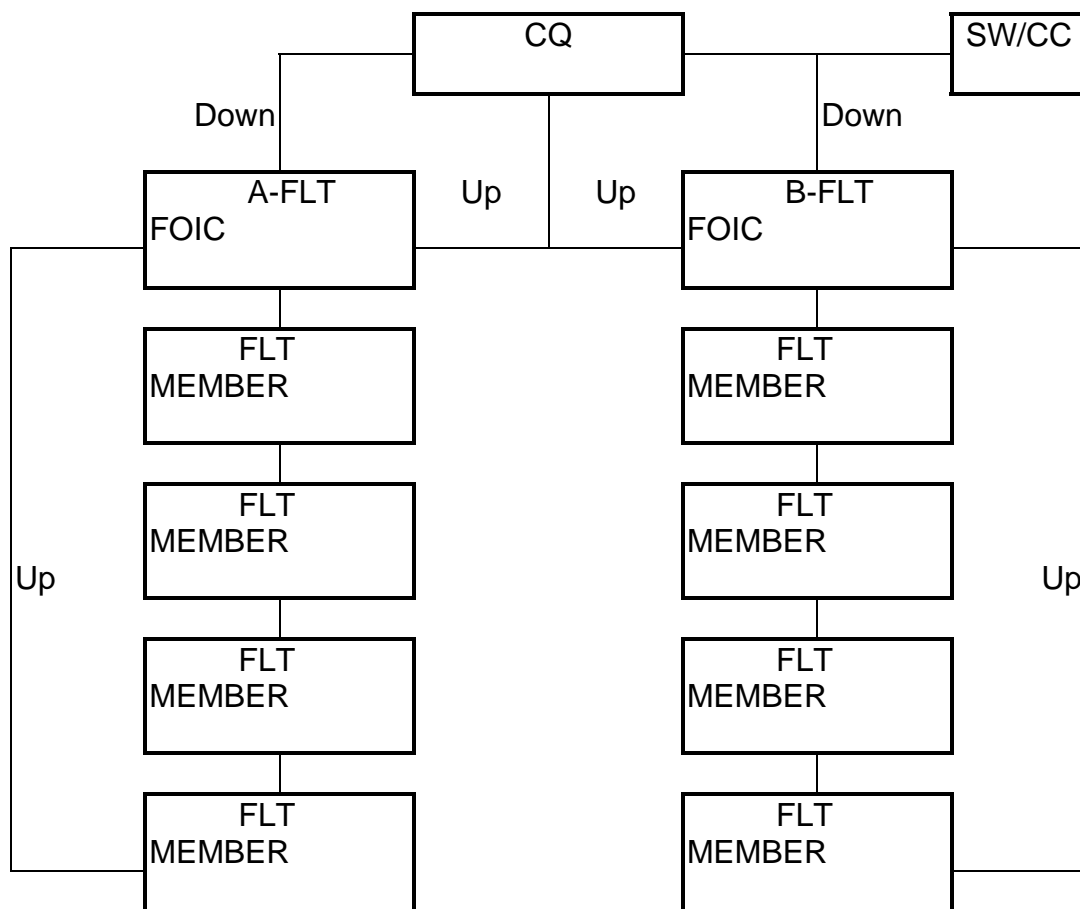
3.3. **Message 3 - Alert Recall.** This format is used to recall all 23 TRS assigned students to duty. All personnel report in Battle Dress Uniforms (BDUs) to the OTS Small auditorium or designated location immediately. The SW/CC will begin student notification as described in recall procedures above. Do not stop to shower, shave, apply make-up, eat, etc.; report immediately.

TEXT: *"This is _____ with a student Message 3-Recall at _____(time). Acknowledge receipt and initiate notification."* Copy additional information as required:

MARK R. MORRIS, Lt Col, USAF
Commander

Attachment 1**Sample Student Recall Roster**

The following is a sample student recall roster. Construct rosters listing information needed to contact a student after duty hours. A list of student rank, full name, building number, and room number is required. Depending on the student wing requirements, other information may be listed.



26 June 2006



Manpower and Organization

STUDENT WING ORGANIZATION, FUNCTIONS AND DUTIES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: 23 TRS/DOA (Maj Elven Duvall)
Supersedes: 23 TRS OI 38-101, 20 June 2005

Certified by 23 TRS/CC (Lt Col Mark Morris)
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This instruction establishes policies, procedures, and responsibilities for student wing (SW) positions during Commissioned Officer Training (COT) and Reserve Commissioned Officer Training (RCOT). It applies to all 23d Training Squadron (23 TRS) personnel.

SUMMARY OF REVISIONS

All changes are administrative and do not affect the intent or procedures of the previous edition.

1. **General.** The SW fulfills those command and staff responsibilities authorized by the 23d Training Squadron Commander (23 TRS/CC). The SW is a leadership laboratory where students exercise and develop leadership skills and techniques. In the classroom, the students learn the Air Force mission; in the student organization, they gain insight into working relationships and responsibilities of individual officers and into the wing structure. Students learn Air Force customs and courtesies, traditions and drill while they develop their skills in following orders and working as team members.

2. **Organization.** Students are chosen to serve as SW Commander (SW/CC), SW Vice Commander (SW/CV), Operations Group Commander (OG/CC), Mission Support Group Commander (MSG/CC) and other staff positions. The SW/CC, SW/CV, OG/CC and MSG/CC are considered the "Top 4" leadership of the SW. Figure 1 outlines a typical student wing organizational structure. This structure is based on a normal military chain of command. The structure is set up this way to orient students toward military organization, discipline, chain of command, span of control and functional management philosophy. The squadrons consist of a Student Wing Squadron Commander (SW SQ/CC) and two or more flights. The flights consist of a Flight Officer in Charge (FOIC) and 9-16 flight members. The Mission Support Group consists of several student wing positions focused on a single functional area (see figure 1).

2.1. **Removal from Duties.** Students who have problems meeting graduation requirements, are unable to perform their duties or are guilty of misconduct may be removed from their position. Final approval for removal of a student from their position rests with the 23 TRS/CC.

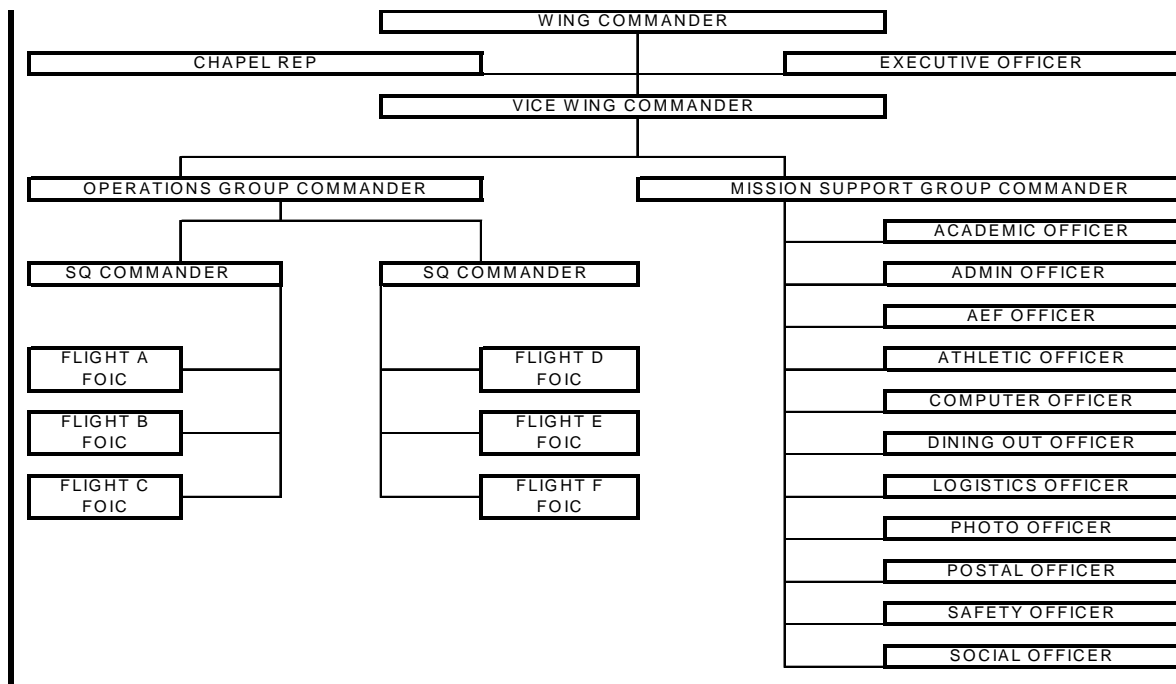
2.2. Rank, Precedence and Command.

2.2.1. A student's authority is determined by the student's position, the amount of responsibility that goes with the position and rank.

2.2.2. Students guide, instruct and maintain good order and discipline over those students under their command. They must always set the proper example. The senior student present is responsible for maintaining good order and discipline.

2.2.3. Seniority is determined by rank, then by date of rank, then by time in service and finally age.

Figure 1. Student Organization Chart.



3. Staff Advisors. COT Staff members are assigned as advisors to wing officers to advise and assist students as necessary to ensure students receive maximum benefit from the leadership experience.

3.1. The Course Director (CD), with guidance from the 23 TRS/CC and Director of Operations (DO), identifies staff advisors.

3.2. Staff advisors schedule meetings with wing leadership. Staff advisors may provide inputs for the AF Form 475, *Education and Training Report*, regarding how well the student performed their duties.

4. **Responsibilities.** To provide stability of operation, student wing staff members will closely coordinate their activities with both their appropriate commissioned staff advisor and their student chain of command. For example, each student FOIC is directly responsible to the SW SQ/CC who is in turn responsible to the OG/CC for the class' performance. The FOIC also closely coordinates all flight activities with their Flight Commander (Flt/CC). Major functions listed for each position are not all inclusive. Students are encouraged to use initiative to go beyond what the job description states if it will improve duty performance.

5. **Student Wing Staff.**

5.1. Student Wing Commander (SW/CC). This student is directly responsible to the 23 TRS/CC and is advised by the CD or Assistant Course Director (ACD). They oversee the student wing organization and administer all student programs within the scope of their authority.

5.1.1. Ensures students practice and develop their leadership abilities by planning, organizing and leading student activities.

5.1.2. Reports to staff advisor on wing status and problems.

5.1.3. Develops and maintains discipline, morale, welfare and esprit de corps of all students.

5.1.4. Monitors the behavior and bearing of all students to ensure Air Force Instructions (AFIs) and standards are maintained. Ensure adherence to the student instructions and other applicable Operating Instructions (OIs).

5.1.5. Communicates information from the commissioned staff to the Mission Support Group Commander, Operations Group Commander and their staffs.

5.1.6. Conducts staff meetings.

5.1.7. Checks flight rooms for standardization and cleanliness, as necessary.

5.1.8. Conducts feedback sessions with SW/CV, OG/CC, MSG/CC and SW Executive Officer (CCE).

5.1.9. Holds overall responsibility for class readiness.

5.2. SW Chapel Representative (SW/HC). The SW/HC is appointed by the SW/CC and is directly responsible for matters concerning the morale of the student wing and implementation of the student Chapel Program.

5.2.1. The SW/HC provides an invocation during all ceremonies as needed.

5.2.2. The SW/HC acts as a liaison between the OTS Chaplain and the student wing, while advising the SW/CC concerning problems of morale and discipline.

5.2.3. The SW/HC encourages the participation of students in the chapel program and helps in the coordination of the fellowship meetings.

5.2.4. The SW/HC also coordinates availability of chapel services for those desiring to attend when training days fall on a day of religious obligation.

5.2.5. The SW/HC oversees planning and implementation of deployed chapel services during the AEF exercise. SW/HC will coordinate with the Staff AEF Advisor.

5.3. SW Executive Officer (SW/CCE). The SW/CCE is appointed by the SW/CC and is directly responsible for administrative functions within the wing.

5.3.1. Organizes student wing meetings.

5.3.2. Records minutes of wing staff meetings and distributes copies, as required.

5.3.3. Prepares reports, recall rosters and other publications for the SW.

5.3.4. Performs duties as directed by the SW/CC.

5.4. SW Vice Commander (SW/CV). The SW/CV is directly responsible to the SW/CC. He or she assists the SW/CC and serves as commander in their absence.

5.4.1. Develops and maintains discipline, morale, welfare and esprit de corps of all students.

5.4.2. Ensures standardization within the student wing.

5.4.3. Conducts meetings with the student wing MSG/CC, as necessary.

5.4.4. Acts as Student Inspector General (IG). Reviews complaints from SW and passes to commissioned staff.

5.4.5. Ensures decisions made by the SW are consistent with guidance provided by the student instructions, all applicable Officer Training School (OTS) OIs and the commissioned staff.

5.4.6. Performs surveys and quality control checks of the student wing as required.

5.4.7. Identifies areas to be addressed to the SW/CC and the 23 TRS/CC.

5.4.8. At end of training, conducts a flight room inspection with the OG/CC to ensure all rooms are clean, bulletin boards are clear, equipment functional and the flight rooms are standardized.

5.4.9. Conducts feedback sessions with the OG and MSG staffs as listed in Figure 1.

5.5. SW Operations Group Commander (OG/CC). The OG/CC is directly responsible to the SW/CC for all functions supporting the mission of the student wing.

5.5.1. Supervises student SW SQ/CCs.

5.5.2. Coordinates approval for all student off-base projects and class activities (e.g., picnics, fun runs, award ceremonies, blood drives).

5.5.3. Assigns personnel to charge of quarters (CQ) duties.

5.5.4. Maintains a current personnel and room roster in the CQ binder. Collects the most current roster information from the FOICs.

5.5.5. Trains class members on CQ duties.

5.5.6. Ensures all students are notified of messages as they are received via CQ.

5.5.7. Responsible to the SW/CC for the conduct of Force Protection Condition (FPCON) exercises to include student recall tests (see 23 TRS OI 10-206, *Student Recall and Notification*).

5.5.8. Conducts operations group staff meetings, as required.

5.6. Student Wing Squadron Commander (SW SQ/CC). The SW SQ/CCs are directly responsible for all functions supporting the mission of their student squadron. Each SW SQ/CC is also responsible to the corresponding squadron faculty staff advisor for the efficient operation of their squadron.

5.6.1. Supervises all FOICs within the squadron.

5.6.2. Coordinates with FOICs to provide necessary personnel for CQ and Operations Group details.

5.6.3. Conducts squadron staff meetings as necessary.

5.7. Mission Support Group Commander (MSG/CC). The MSG/CC is directly responsible to the SW/CC for the welfare, activities and academic support of the student wing.

5.7.1. Conducts Mission Support Group staff meeting at least weekly.

5.7.2. Maintains liaison with the dining facility supervisory staff to coordinate meal priorities.

5.7.3. POC for any issues regarding base services (e.g. clothing sales, Base Exchange (BX), Army and Air Force Exchange Service (AAFES), barber) and reports them to their staff advisor

5.7.4. Manages the Mission Support Group in performing its assigned functions.

5.7.5. Monitors the use of student activity fees for each class (photographs, functions, box lunches, Meals Ready to Eat (MRE), etc.) via the SW Admin Officer.

5.8. Administrative (Admin) Officer. The Admin Officer is appointed by the MSG/CC and is directly responsible for standardization and efficient flow of information and all issues involving the SW. Major functions:

5.8.1. Responsible for coordination of drop-off/pick-ups of BDU blouses to and from alterations. Coordinates delivery of all other uniform items (blues, service coat, mess dress) and provides feedback concerning uniform items to the Staff Administrative Officer.

5.8.2. Establishes plan for box lunch collection and distribution.

5.8.3. Provides briefings for the class concerning dining hall details, box lunches and MREs.

5.8.4. Turns in the weekly meal tally sheet to the dining facility manager and gives a copy to the Staff Administrative Officer.

5.8.5. Responsible for distribution of weekly training schedules.

5.8.6. Provides student evaluation forms to Flight Administrative Officers and gives completed auditorium and flight room evaluation forms to the Staff Administrative Officer.

5.8.7. Collects End-of-Course Feedback (on disks) on training day 22 (TD-22) from Flight Administrative Officers and gives completed feedback to the Staff Administrative Officer.

5.9. Athletic Officer (MSG/AO). The MSG/AO is appointed by the MSG/CC and is directly responsible for the operation and function of the student fitness program. This position does not apply to RCOT.

5.9.1 Meets with staff Physical Training Advisor (PTA) on TD-2 to review duties and responsibilities.

5.9.2. Briefs all Flight Athletic Officers (FAOs) on their duties and responsibilities no later than (NLT) TD-3.

5.9.3. Coordinates the uniform of the day (UOD) for Field Leadership activities with the MSG/AO staff advisor.

5.9.4. The MSG/AO is responsible for opening and closing class for all physical training and field leadership activities.

5.9.5. Ensures FAOs compile Physical Fitness Diagnostic (PFD) and Physical Fitness Assessment (PFA) scores.

5.9.6. Turns in PFD and PFA reports to PTA.

5.10. Postal Officer (MSG/PO). The MSG/PO is appointed by the MSG/CC and is directly responsible for the control, security and distribution of all mail. They should have a privately owned vehicle (POV) at Maxwell to facilitate mail transfer. The SW/PO coordinates their activities with the Maxwell AFB Post Office as directed by the staff Postal Advisor.

5.10.1. Distributes all mail to personnel through the flight postal officers.

5.10.2. Notifies students receiving registered or certified mail.

5.10.3. Collects and submits forwarding address information **NLT TD-21**. To avoid forwarding delays, brief students to notify their correspondents upon learning of their new mailing address.

5.10.4. Mail Handling Procedures. The MSG/PO will be issued a mailbox by the Postal Service Center (PSC). The following procedures will apply:

5.10.4.1. The best time to pickup mail from the PSC is after 1200 hours, Monday-Friday. Mail must be picked up daily (except weekends and holidays). The PO is excused from chow priorities; i.e., eat first and then go get the mail over the lunch hour. The PO may drive their POV directly to and from the PSC.

5.10.4.2. Undeliverable mail must be returned to the PSC personnel on the same day. If the PSC personnel are not available, the SW/PO will place the undelivered mail in the appropriate return slot located in the lobby. If any personnel are confined to the hospital, departed on emergency leave, or disenrolled, either annotate the mail in pencil or inform the PSC personnel. This will expedite the delivery of mail by as much as 3 days. **DO NOT HOLD MAIL OVERNIGHT.**

5.10.4.3. The designated postal officer may sign for insured, certified or registered mail as directed by the Maxwell Post Office.

5.11. Photographic Officer (MSG/PhO). The MSG/PhO is appointed by the MSG/CC and are directly responsible for coordinating the official flight photographs, the photographer for the dining-out and the graduation slide show. The MSG/PhO will contact the flight photographic officers and determine the number of prints to be ordered (from the photo rosters) and ensure the correct funds are collected to pay for the photos.

5.12. Air Expeditionary Force (AEF) Officer (MSG/AEF). The MSG/AEF is appointed by the MSG/CC and is responsible for the AEF deployment exercise and requirements. This position may be assigned to any officer, except chaplains.

5.12.1. Supervises, directs and coordinates the purchase and issue of MREs.

5.12.2. Ensures the dissemination of information contained in the AEF handout.

5.12.3. Establishes a schedule for Command Post at the AEF field training site.

5.13. Social Officer (MSG/SO). The MSG/SO is appointed by the MSG/CC and is directly responsible for the formulation, coordination and supervision of all student wing morale and welfare activities.

5.13.1. The MSG/SO organizes class charity events and coordinates activities for the student wing.

5.13.2. The MSG/SO coordinates with COT staff for all special student activities (e.g. Happy Landings and Graduation reception) and ensures all students can sing the Air Force song by TD-6 at all ceremonies and events.

5.14. Safety Officer (MSG/SE). The MSG/SE is appointed by the MSG/CC and is directly responsible for supervising and conducting the SW ground and fire safety programs.

5.14.1. The MSG/SE conducts a class fire drill (in coordination with the Base Fire Department) involving the entire wing and submits the plan and report of results to the staff Safety Officer.

5.14.2. The MSG/SE inspects all dormitory areas during wing fire drills, while performing as the ground safety officer for the student wing.

5.14.3. The MSG/SE is responsible reviewing and forwarding ground safety hazard reports (AETC Form 435, *Mishap Data Worksheet*) generated within the Student Wing to the staff Safety Officer. Advises and informs the MSG/CC and commissioned staff advisor on all ground and fire safety matters within the wing.

5.15. Dining-Out Officer (MSG/DOO). The MSG/DOO is appointed by the MSG/CC and is directly responsible for the formulation, coordination and supervision of the student wing dining-out. This position does not apply to RCOT.

5.15.1. The MSG/DOO is responsible for the setup of the dining-out (e.g., dry run, seating arrangements, distribution of the programs) and must coordinate with commissioned staff on dining-out activities (e.g. practices, collecting funds, setup, teardown).

5.15.2. The MSG/DOO ensures the dining-out key player positions are filled and also must ensure these players know their associated responsibilities.

5.15.3. The MSG/DOO gathers required information on Distinguished Visitors (DVs) of students for awards ceremony, dining out and graduation.

5.15.4. The MSG/DOO serves as protocol officer for all student wing functions.

5.16. Logistics Officer (MSG/LO). The MSG/LO is appointed by the MSG/CC and is directly responsible for all issue items and dorm safety and maintenance issues.

5.16.1. The MSG/LO is responsible for the distribution and collection of the poncho, web belt, canteen and field jacket (if required).

5.16.2. The MSG/LO is responsible for reporting safety, maintenance and room assignment problems with the Staff Dormitory Officer.

5.16.3. Problems occurring after normal duty hours will be coordinated through the Staff Duty Officer.

5.17. Computer Officer (MSG/CO). The MSG/CO is appointed by the MSG/CC and is directly responsible for all SW computer problems and issues.

5.17.1. The MSG/CO is responsible for collecting and reporting all student computer issues to the OTS Computer Support personnel.

5.17.2. All procedures for reporting problems established by the OTS Computer Support personnel will be followed.

5.17.3. Problems occurring after normal duty hours will be addressed during the next duty day.

5.18. Academic Officer (MSG/AcO). The MSG/AcO is appointed by the MSG/CC and is directly responsible for academic support for the student wing.

5.18.1. Meets with Flight Academic Officers to ensure all flights have a policy for individual and group study in preparation for measurements.

5.18.2. Briefs Flight Academic Officers on Academic Preparation Time (APT) rules.

5.18.3. Ensures all students are aware of and adhere to academic integrity (no plagiarism, cheating or misrepresentation).

5.18.4. Provides academic trend data to CD and SW/CC upon request.

5.18.5. Reports discrepancies in academic material to CD.

5.18.6. Coordinates book issue and return as directed.

5.18.7. Ensures all students are aware of and comply with the Samples of Behavior (SOB) policy.

6. Flight Staff.

6.1. Flight Officer in Charge (FOIC). The FOIC is appointed by the Flt/CC and is usually the highest-ranking officer in the flight, unless the highest-ranking officer is a member of the Wing Staff or a chaplain. The FOIC is directly responsible to the SW SQ/CC (OG/CC if no SW SQ/CC) for the training and administration of all students within their flight. The FOIC is also responsible to their Flt/CC for the efficient operation of the flights.

6.1.1. Supervises the student flight in performing assigned functions.

6.1.2. Develops and maintains discipline, morale and esprit de corps within the flight.

6.1.3. Coordinates flight organization with the Flt/CC.

6.1.4. Ensures the flight is provided complete and timely information concerning all official activities.

6.1.5. Monitors the duty performance of the flight members and reports to the Flt/CC concerning student morale, activities and deficiencies.

6.1.6. Assigns special and additional duties to the flight members.

6.1.7. Appoints Flight Athletic, Administrative, Social, Postal, Photographic, Air Expeditionary Force, Dining-out, Safety, Academic, Drill, Standardization and Computer Officers.

6.1.8. Maintains flight bulletin boards.

6.1.9. Coordinates with SW SQ/CC (OG/CC if no SW SQ/CC) to provide necessary personnel for CQ and Mission Support Group details.

6.1.10. Ensures flight details are properly performed to include weekly and graduation day flight room cleanup details.

6.1.11. Ensures all areas of the flight room are inspected at least once per week.

6.1.12. Writes a weekly schedule for flight leader, element leaders and guide positions. Provides a copy of the weekly schedule to the Flt/CC.

6.1.13. Informs students of the student organization and functions.

6.1.14. Ensures attendance at all flight and individually scheduled activities.

6.1.15. Monitors and supervises flight activities during non-scheduled periods.

6.1.16. Ensures an inspection of the flight is conducted prior to Flt/CC inspection.

6.1.17. Ensures flight members understand and comply with the student instructions, applicable Air Force Instructions (AFIs) and Major Command (MAJCOM) instructions.

6.1.18. Collects information concerning safety, maintenance and student dormitory room assignment problems for upchannel to the Logistics Officer.

6.2. Flight Athletic Officer (FAO). The FAO is directly responsible to the FOIC and coordinates and works closely with the MSG/AO. This position does not apply to RCOT.

6.2.1. Assists the MSG/AO administer the Physical Training (PT) Program.

6.2.2. Briefs all flight members on the PT program and PFA requirements.

6.2.3. Compiles PFD and PFA scores and provides to Flt/CC.

6.3. Flight Administrative (Admin) Officer. The Flight Admin Officer is directly responsible to the FOIC. Coordinates and works closely with the SW Admin Officer. Major functions:

6.3.1. Provides administrative support for the flight. Makes copies of needed forms and schedules for distribution to the flight.

6.3.2. Collects and accounts for student funds, as needed, and delivers the funds to the MSG/CC.

6.3.3. Liaison between the SW Admin Officer and students concerning all finance inquiries and problems.

6.3.4. Liaison between the SW Admin Officer and students concerning all uniform issues.

6.3.5. Distributes student feedback forms to flight members and collects them once completed. Turns in student evaluations to the SW Admin Officer.

6.3.6. Collects the flight's End-Of-Course Feedback (on disk) and returns disk to SW Admin Officer on TD-22.

6.4. Flight Social Officer (FSO). The FSO is directly responsible to the FOIC and works closely with the MSG/SO. They work in conjunction with the MSG/SO and the commissioned staff to set up special events such as happy landings, graduation reception, blood drives, class dinners, gifts, etc. and also help coordinate student activities for the flight. The FSO also ensures flight members can sing the Air Force Song.

6.5. Flight Postal Officer (FPO). The FPO is directly responsible to the FOIC for control, security and distribution of all mail to flight members. They coordinate and work closely with the MSG/PO. The FPO coordinates with MSG/PO to set up procedures for mail distribution. In addition, the FPO passes out forwarding address cards and turns them into the MSG/PO prior to graduation.

6.6. Flight Photographic Officer (FPhO). The Flight Photographic Officer is directly responsible to the FOIC for coordinating various activities for the official flight photographs. Coordinates and works closely with the MSG/PhO. The FPhO will contact their flight members and determine the number of prints to be taken (from the photo rosters). The FPhO will ensure correct funds are collected to pay for photos and the information and funds are given to the MSG/PhO. The FPhO is responsible for taking pictures throughout the class and forwarding these to the MSG/PhO for incorporation into the graduation slide show.

6.7. Flight AEF Officer (FAEF). The Flight AEF Officer is responsible to the FOIC for all AEF exercise issues and requirements. Coordinates and works closely with the Student Wing AEF Officer (MSG/AEF). Any officer, except a chaplain, may be assigned as the FAEF. Major functions:

6.7.1. Provides flight information concerning the purchase and issue of MREs via the MSG/AEF for the flight.

6.7.2. Disseminates the AEF field training schedule to the flight.

6.8. Flight Dining-Out Officer (FDOO). The FDOO is directly responsible to the FOIC. Coordinates and works closely with MSG/DOO. This position does not apply to RCOT.

6.8.1. Works in conjunction with the MSG/DOO and the commissioned staff to coordinate dining-out activities.

6.8.2. Helps ensure the dining-out key player positions are filled. In addition, helps ensure these key players know their associated responsibilities.

6.8.3. Helps set up the student wing dining-out (e.g. dry run, seating arrangements, distribution of programs, etc.).

6.8.4. Responsible for collection of money for the student wing dining-out.

6.9. Flight Safety Officer (FSE). The FSE is directly responsible to the FOIC for maintaining safety throughout the flight in regards to both personnel and facilities. Coordinates and works closely with the Student Wing Safety Officer (MSG/SE).

6.9.1. Forwards weekly safety reports to the MSG/SE.

6.9.2. Conducts weekly safety inspections in various areas to identify any discrepancies and reports to the MSG/SE.

6.9.3. Conducts safety briefings within the flight and reports to the MSG/SE.

6.9.4. Notifies the MSG/SE of any mishaps that occurred during the week of report and forwards the corresponding AF Form 435s.

6.9.5. Assists the MSG/SE in the implementation and execution of at least one fire drill during the course of training.

6.10. Flight Academic Officer. The Flight Academic Officer is directly responsible to the FOIC.

6.10.1. Ensures the flight has a policy for individual and group study in preparation for measurements.

6.10.2. Notes any significant flight academic trends, concerns or needs and reports them to the FOIC.

6.10.3. Notes any discrepancies in academic material and notifies the FOIC.

6.11. Flight Drill Officer. The Flight Drill Officer is directly responsible to the FOIC.

6.11.1. Ensures adherence to Air Force Manual 36-2203, *Drill and Ceremonies*, and all OTS and 23 TRS drill and ceremonies instructions.

6.11.2. Conducts flight drill practices as necessary to ensure flight members perform proper drill movements.

6.11.3. Prepares the flight for the drill competition, if applicable.

6.12. Flight Standardization Officer. The Flight Standardization Officer is directly responsible to the FOIC for maintaining standardization throughout the flight. This includes, but is not limited to, uniforms, flight room nametags, and flight arrangement. The

Flight Standardization Officer must ensure all flight members maintain a high degree of attention to detail.

6.13. Flight Computer Officer. The Flight Computer Officer is directly responsible to the FOIC. Duties include preparing the flight room computer for class presentations and working with the MSG/CO to ensure proper execution of flight computer trouble tickets and all other flight computer issues.

MARK R. MORRIS, Lt Col, USAF
Commander